OFFICEBOX

User Guide

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Chapter 1 Introduction

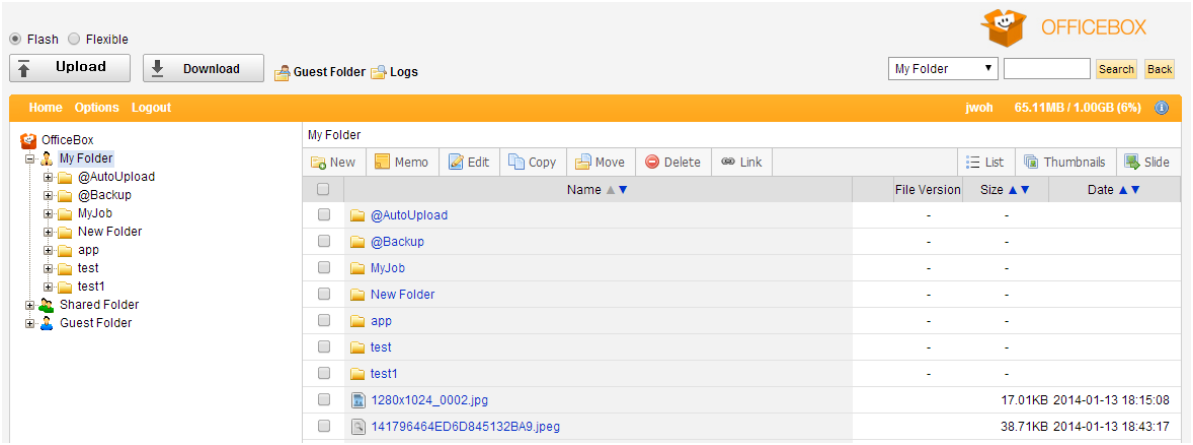
OfficeBox Overview

OfficeBox Startup –User

User Mode

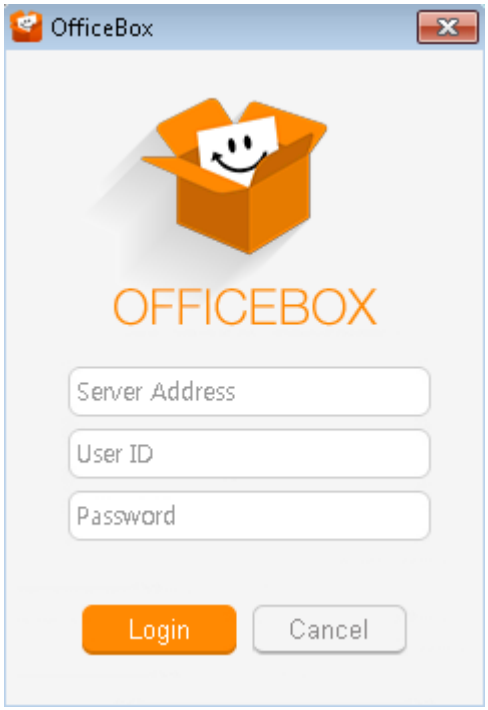
After receiving your ID and initial password from the administrator, connect via User Mode to begin using OfficeBox. Connect via http://[Your Registered IP] or http://[Your Registered Domain] (ex: http://ms.OfficeBox.biz).

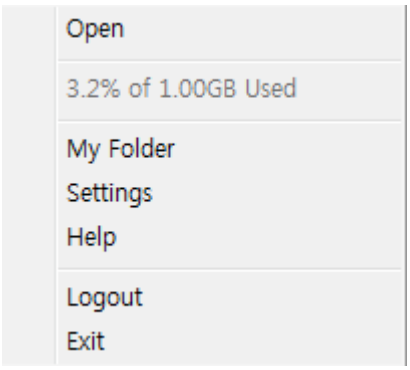
How to Use OfficeBox User Mode



- **My Folder**: A space to save your personal files that you can connect to and manage your files from anywhere, anytime.
- **Shared Folder**: A space for files that you can share easily, safely, and quickly with an individual, division, group, or team.
- **Guest Folder**: A space for files to help you collaborate with internal staff or external clients without worrying about capacity or security.
- **Links**: Quickly and efficiently share large files and folders by creating links to them.

OfficeBox Agent (Window/Mac)



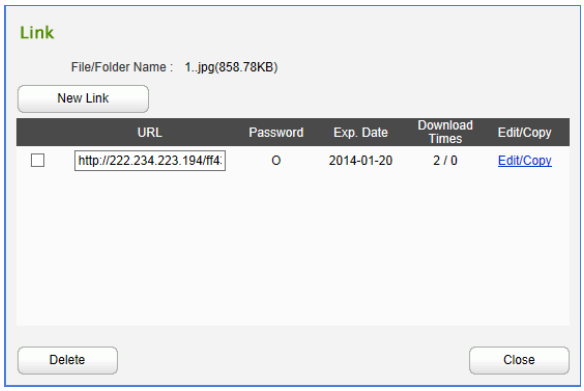


- **Open**: Open OfficeBox agent browser.
- **My Folder**: Open a web browser to access My Folder directly.
- **Settings**: Defaults, language, and backup settings.
- **Help:** Go to the Help page.
- **Logout:** Click to log out. You may log in with another account.
- **Exit:** Close OfficeBox.

OfficeBox Features

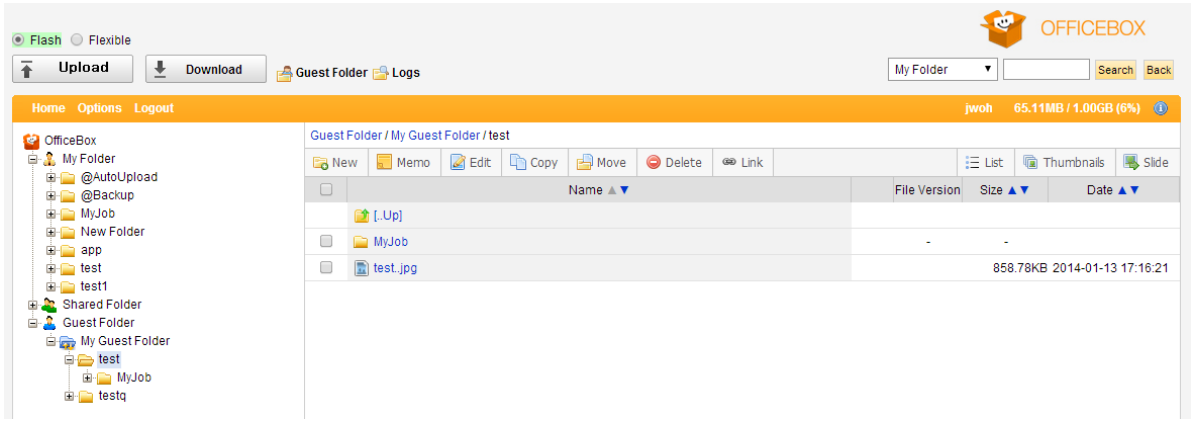
General Features

File/Folder Links



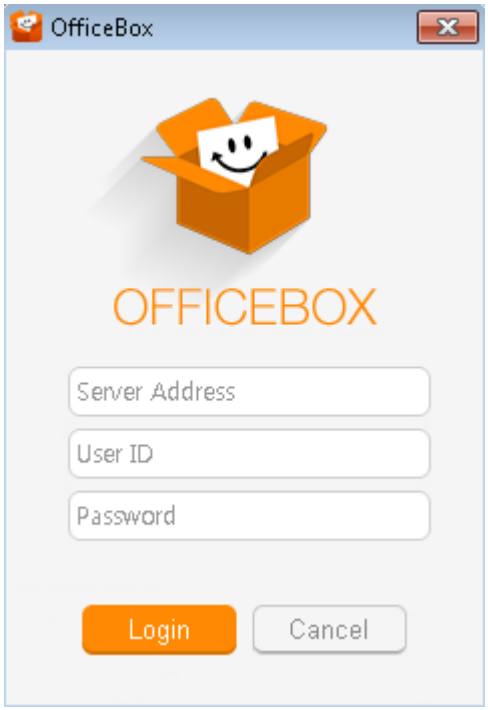
Create links to single files or entire folders and share them with anybody. OfficeBox automatically puts files into a zip archive. Password protection is available for additional security.

Guest Folders



Set up a Guest Folder to let other people use a portion of your online storage space, easily and securely.

OfficeBox Agent Program

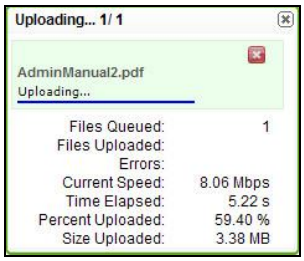


OfficeBox is a simple program for fast, convenient file backup outside your web browser.

Various File Views

View uploaded files in a data-oriented list, as thumbnails, or in a visually oriented photo slideshow.

Fast, Trackable Uploads



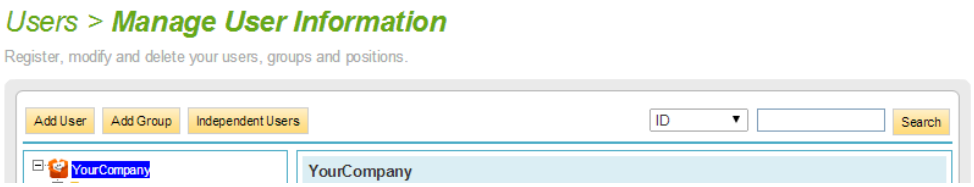
Track upload information such as speed, queued files, time elapsed, and errors plus a convenient progress bar.

Multiple Browser Support

Access your data from anywhere that has an Internet connection on any major web browser.

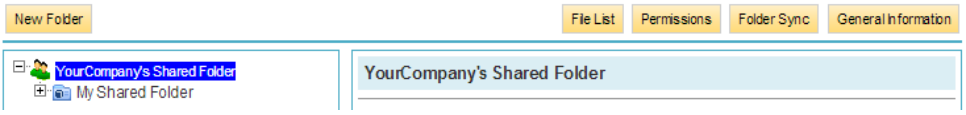
Administrator Features.

Users and Groups



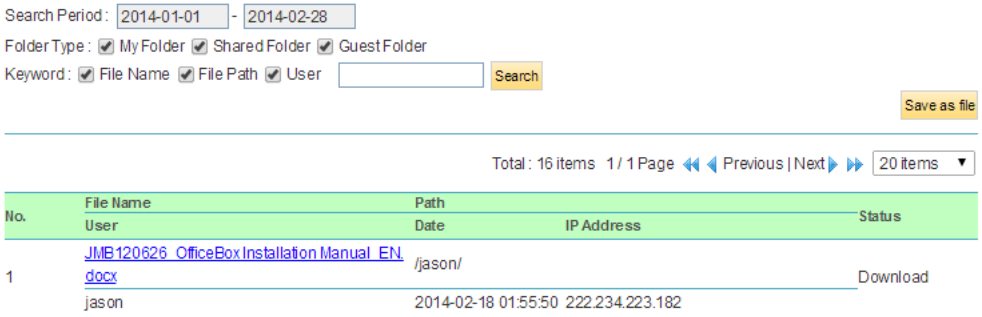
Arrange users according to your organization's hierarchy, granting and restricting access to folders and features on a per-user basis.

Shared Folders



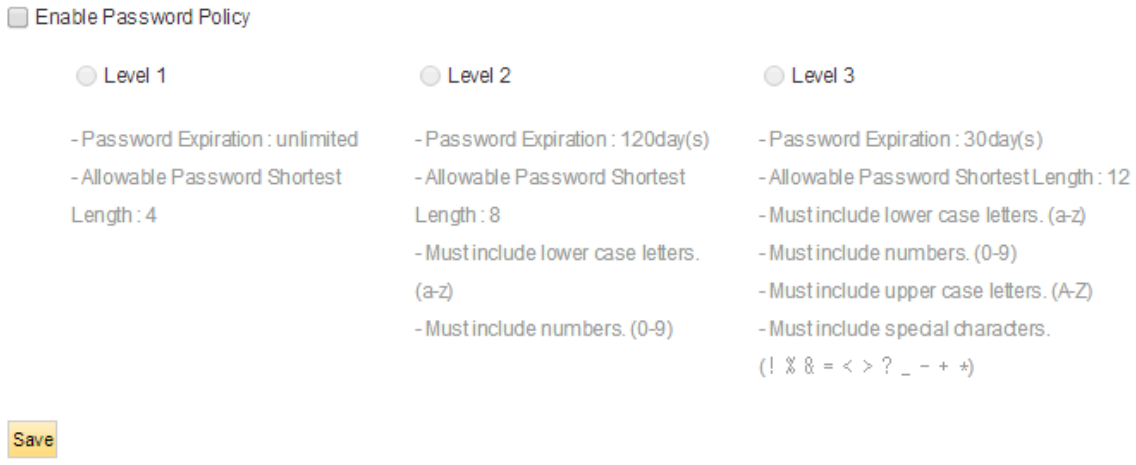
Open and share certain folders with users and groups for intuitive, controlled collaboration

Logging Features



Oversee file modifications, file link downloads, and logins by date, user name, and IP address.

Security Features

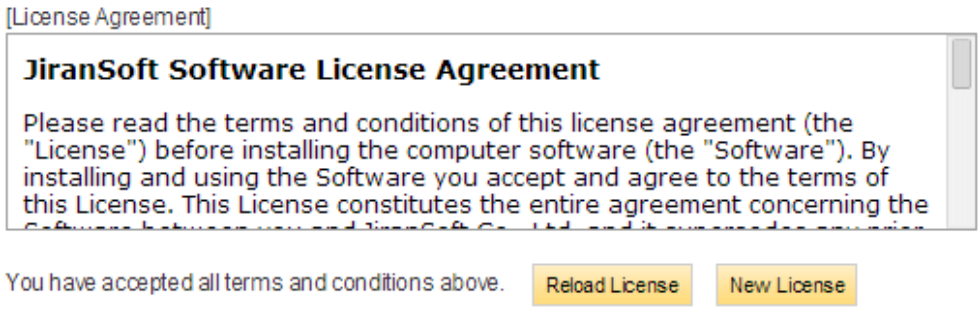

Enable Password Policy
Level 1
- Password Expiration : unlimited
- Allowable Password Shortest Length : 4
Level 2
- Password Expiration : 120day(s)
- Allowable Password Shortest Length : 8
- Must include lower case letters. (a-z)
- Must include numbers. (0-9)
Level 3
- Password Expiration : 30day(s)
- Allowable Password Shortest Length : 12
- Must include lower case letters. (a-z)
- Must include numbers. (0-9)
- Must include upper case letters. (A-Z)
- Must include special characters. (! % & = < > ? _ - + *)
Save

Password-protect file links, enforce secure passwords, auto-delete files, and disable Shared and Guest Folders.

Permissions

Give users and groups permission to read/write/create files in specified folders.

License Management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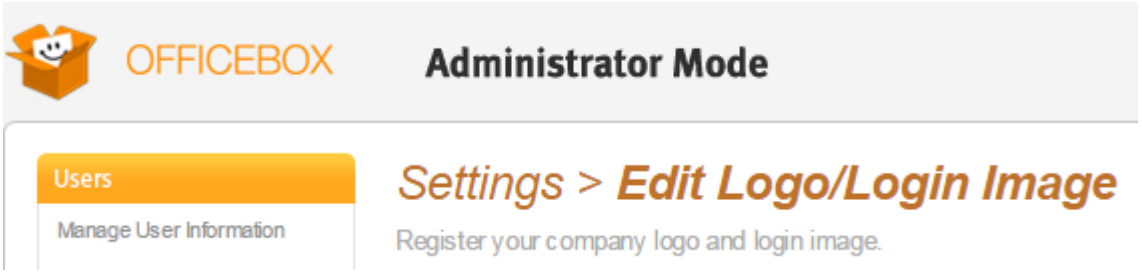
You have accepted all terms and conditions above.
Reload License
New License

Quickly view your license information and renew your license or register a new license.

Customizable Logo



Add your corporate brand to the login and user interface header images.

Chapter 2 User Mode

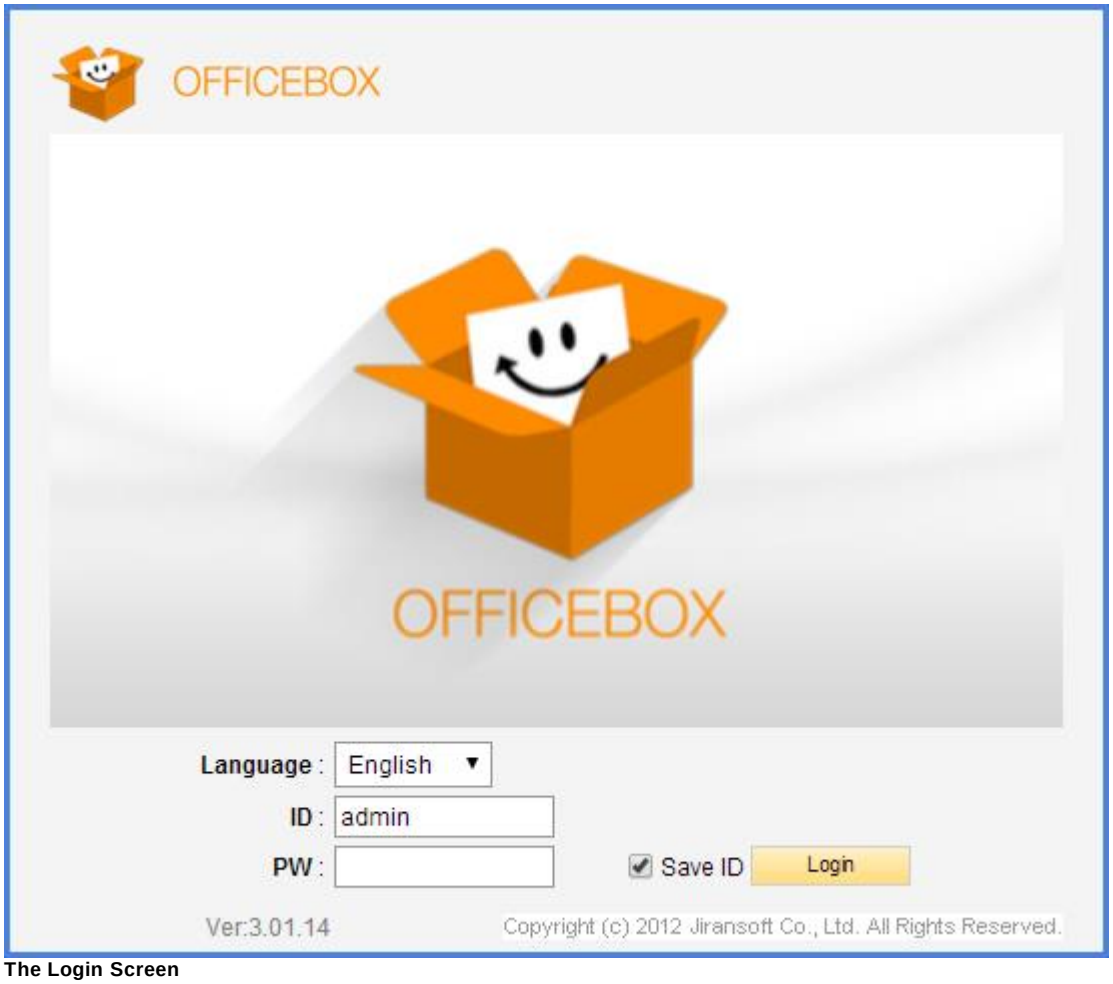
Getting Started

Logging In & Out

To access the login screen

URL: **http://**Your Registered IP/

You can access the OfficeBox login screen by inserting your company name after http:// in the URL shown above.



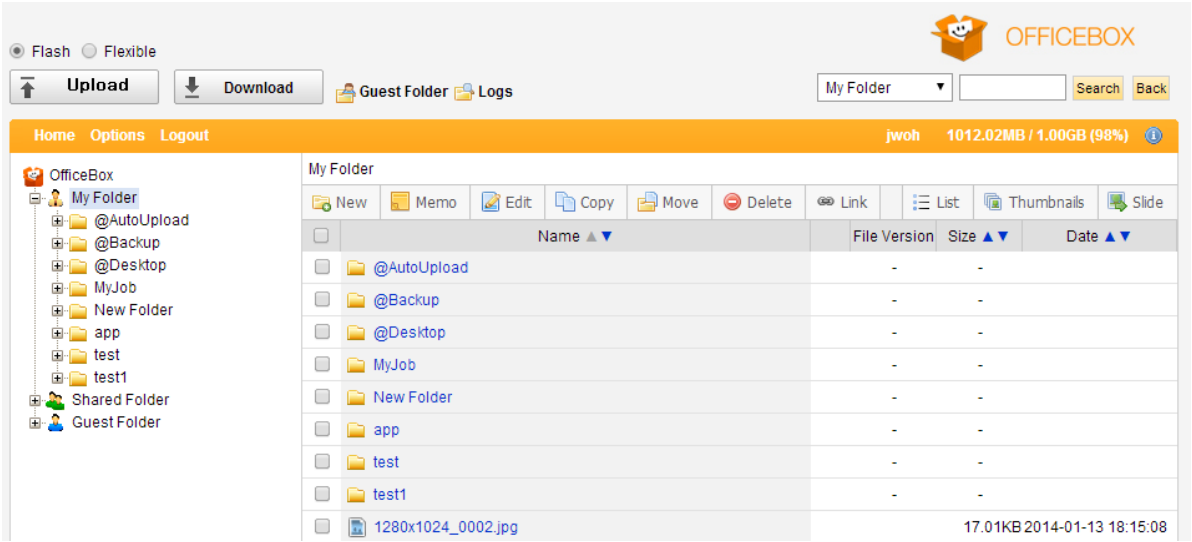
The Login Screen

To log in

To log in, enter your information and click the [Login] button.

Language	Choose the interface language (English, Japanese, Chinese, or Korean) from the drop-down.
ID	Enter your ID.
PW	Enter your password.
Save ID	Check this box if you want the program to remember your ID the next time you access the login screen.

After you log in, you'll be presented with the main screen.



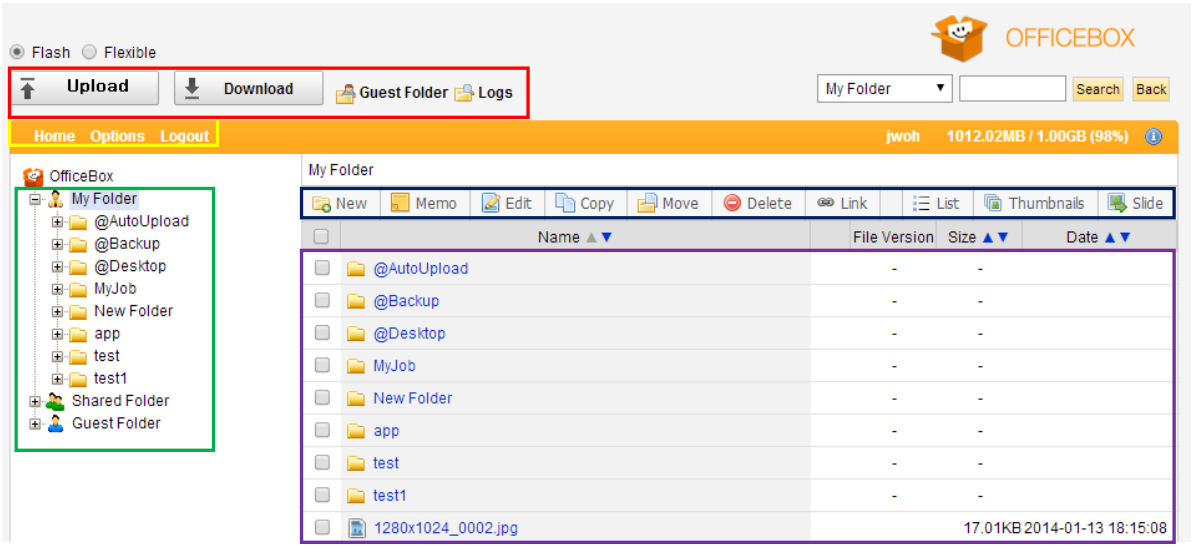
The Main Screen

Logging Out

To log out, simply click the [Logout] button in the top bar on the main screen.

The Main Screen

The User Interface



User Interface

The OfficeBox user interface consists of the following components, as marked above.

1. **Function Buttons**: Buttons to Upload or Download files, Guest Folder and Log.
2. **Folder Tree**: Navigate through your folders, including My Folder, Shared Folders, and Guest Folders.
3. **Menu Bar**: Click [Options] on the left to switch between the main screen and the settings screen or click [Logout] to exit OfficeBox. On the right, you can see how much disk space you have left.
4. **Folder Toolbar**: Contains buttons for viewing and modifying folders.
5. **File List**: Displays a list of files and folders you can select.

The Main Folders

My Folder

My Folder contains all your files that are not shared with other users.

Shared Folder

Your Shared Folders are folders that are accessible to you and to other OfficeBox users. You and the other users can upload and download files to a Shared Folder.

Guest Folder

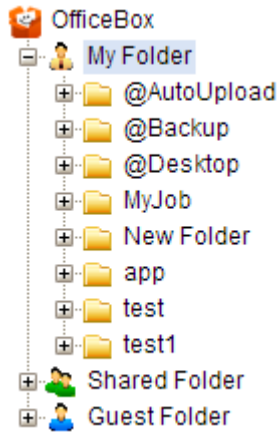
Guest Folders are folders you can create so other people can access files via your OfficeBox storage. You create the folder and assign an ID and password to it; guests can then log in and access the files on that folder.

The Folder Tree

Your folders are accessible via the Folder Free on the left side of the screen.

Click on the plus (+) sign beside a folder to expand the tree and view the subfolders. Similarly, click on the minus (-) sign beside a folder to collapse the tree and hide the subfolders.

Unexpanded Folder Tree



Expanded Folder Tree

My Folder

Uploading Files

To upload a file: There is 2 way to upload file to OfficeBox.

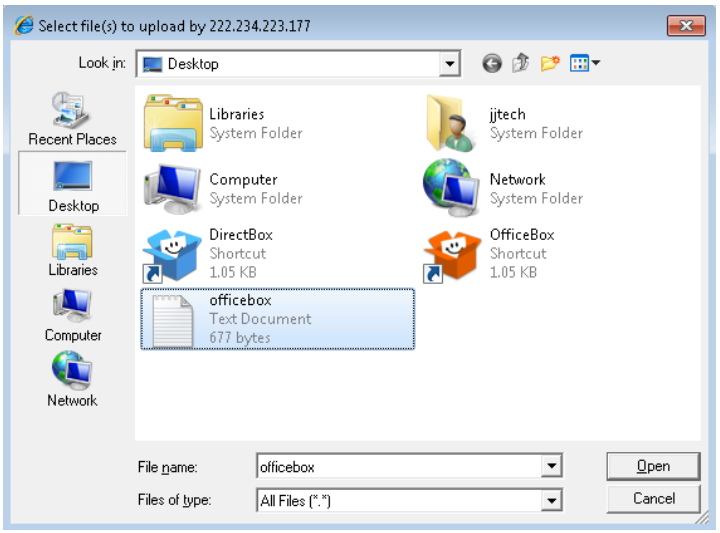
Upload File with [Upload] Button

1. In the Folder Tree, open the folder to which you want to upload the file.
2. Click the [Upload] button.

Upload Button

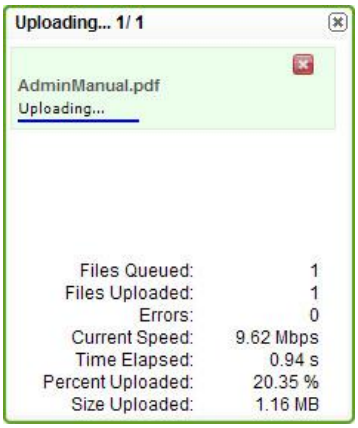
3. In the dialog box that appears, select the file(s) you want to upload.

> Hold down the CTRL button and click on files to select multiple files.



File Dialog Box

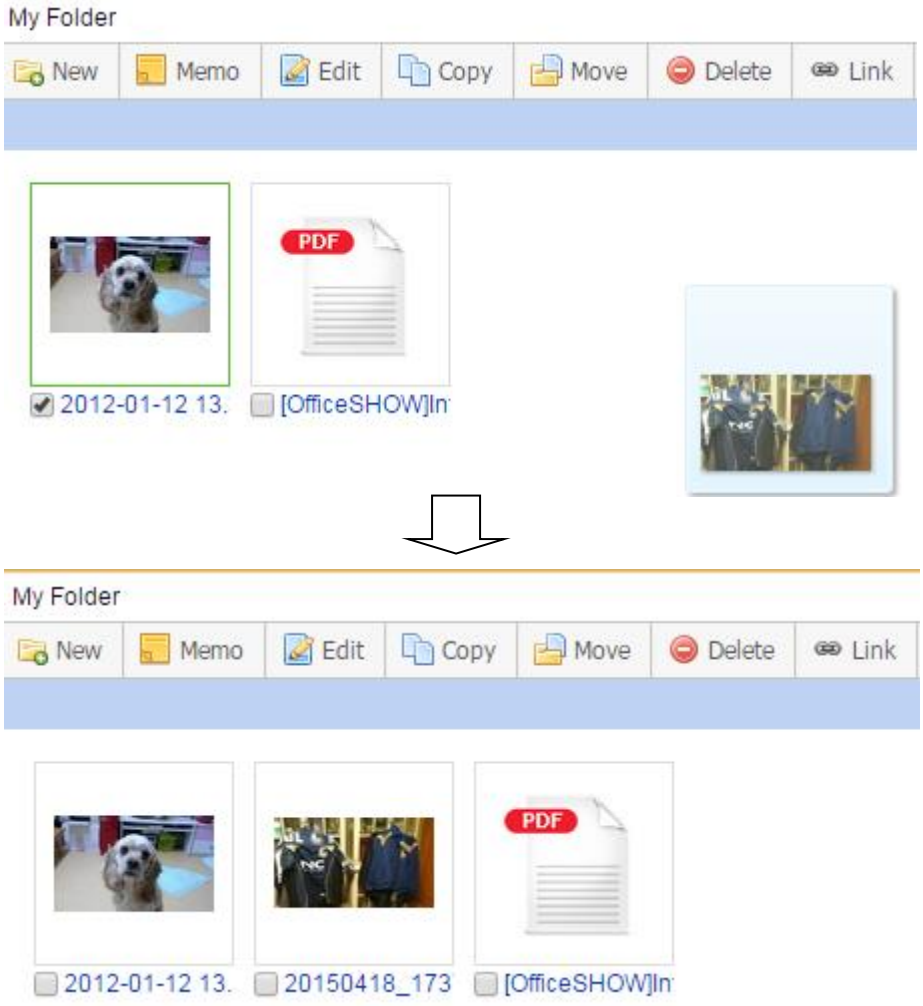
4. The files will be uploaded and appear in your file list. Large files may take some time to upload. You can monitor the progress of the upload in the screen shown below.



File Progress Screen

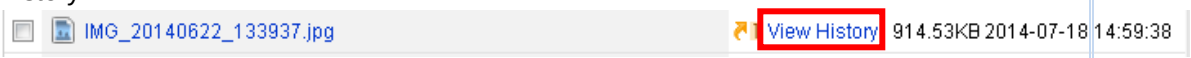
Upload by Drag & Drop

1. Select a file to upload. Drag&Drop to the folder to upload file.



Caution

- ✕ When administrator enables the file versioning function, all files will record the history of uploads on the same file. File history logs will be recorded up to the set number. For example, when it is set to 10 list, the old history will be deleted to record the new history.



- ✕ If the file version function is disabled, there will be no file history recorded. New uploaded file will be replaced to the old file.
- ✕ If the file you upload contains a virus, uploading will be discontinued and you will be notified.
- ✕ Max. 10GB is available to upload at Chrome, Firefox and Opera. Max. 4GB is available at IE10, 11 and max. 2GB is available on Safari to upload.
- ✕ Drag&Drop(DND) Upload

  - File(s): Support IE 10 or higher, Chrome, Opera, Firefox, Safari
  - Folder(s): Support Chrome, Opera, Firefox, Safari
  - File(s) & Folder(s): Support Chrome and Opera (Firefox and Safari upload file(s) only)
  - Available to Drag&Drop upload on subfolder directly

Downloading Files

To download a file

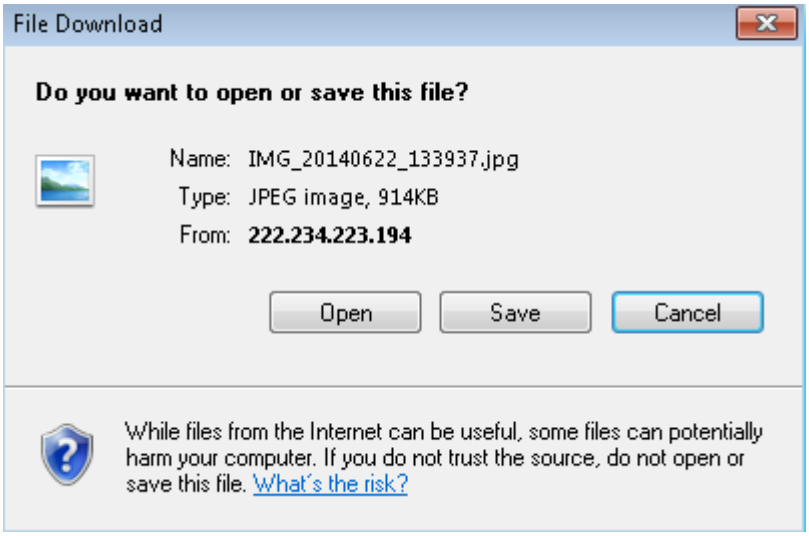
1. Click on a file from the file list. The checkbox next to it will be checked.

Selected File

2. Click the [Download] button.

Download Button

3. In the dialog box that appears, click [Open] or [Save].


File Download
Do you want to open or save this file?
Name: IMG_20140622_133937.jpg
Type: JPEG image, 914KB
From: 222.234.223.194
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Download Dialog Box

Creating File Links

About File Links

File Links are links created by OfficeBox so let people download files from your OfficeBox server. File Links provide an easy way to share files without creating a guest account. You can share either single files or entire folders. If you share folders, the link will lead to a screen where users can select the files to download.

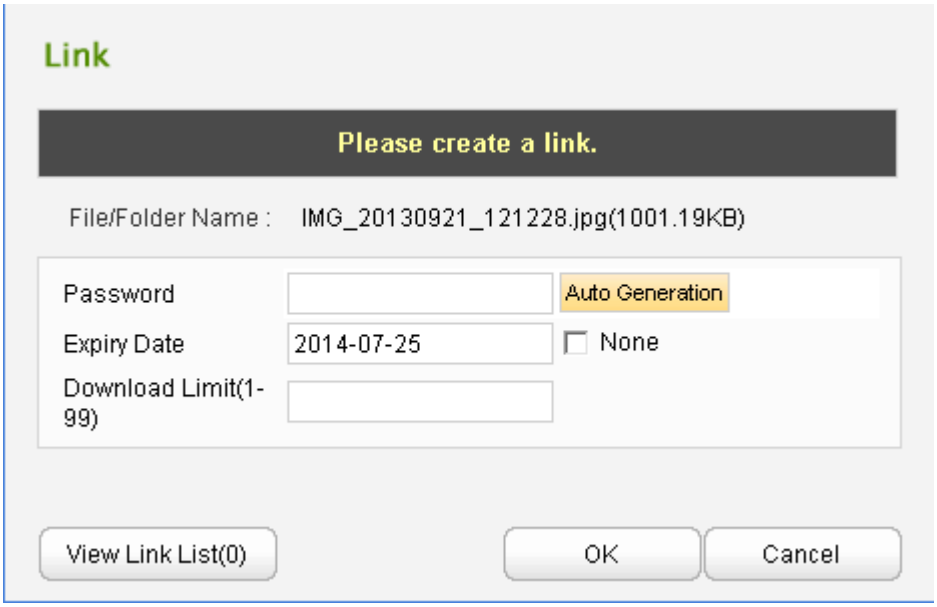
Below is the procedure for creating a file link. The link will appear in the File Link dialog box, and you can copy and paste it into an email or messenger window to share with other people.

To create a file link

1. Select a file or folder and click the [Link] button.

Link Button

The Link dialog box will appear.

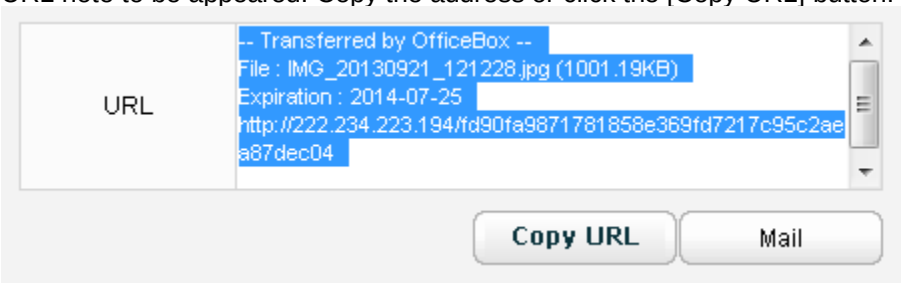


Link Dialog Box

2. Enter a password, expiration date, and download limit, and then click [OK].

Password	The password required to download the file.
Expiry Date	Select an expiration date for the link, after which it will no longer be active. You can also check the [None] button to make the link available for an unlimited period of time.
Download Limit(1-99)	The number of times a file may be downloaded.

3. A URL address for downloading the file/folder will appear. Comments can be added to the URL note to be appeared. Copy the address or click the [Copy URL] button.



A File Link URL

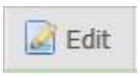
Editing Files and Folders

To edit a file or folder

1. In the file list, click the item you want to edit.

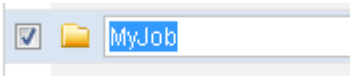
Selecting an Item

2. Click the [Edit] button.



Edit Button

3. The name of the item will become editable. Enter the new name and press the [Enter] key.



Entering a Name

Deleting Files

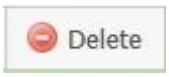
To delete a file

1. Click on a file in the file list. The checkbox next to it will be checked.

> To select multiple files, hold down the Shift or the CTRL key and click on the files.

Multiple Files Selected

2. Click the [Delete] button.



Delete Button

3. Click [OK] in the dialog box that appears.

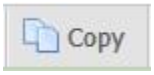
Copying and Moving Files/Folders

To copy or move a file/folder

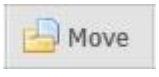
1. In the file list, check the boxes next to the files and folders you want to copy or move.

Selected Files and Folders

2. Click the [Copy] button or the [Move] button.

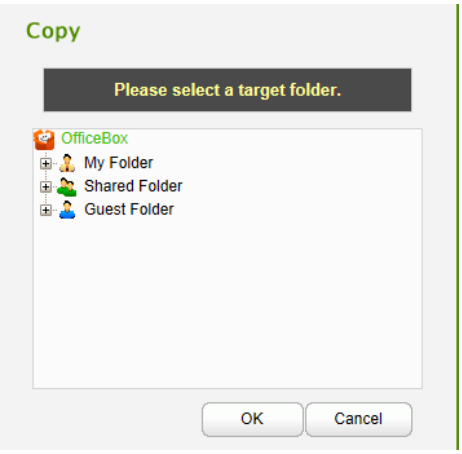


Copy Button



Move Button

3. A dialog box will appear. Select the location to which you want to copy or move the data.



Copy/Move Dialog Box

4. Click the [OK] button to move or copy the data.

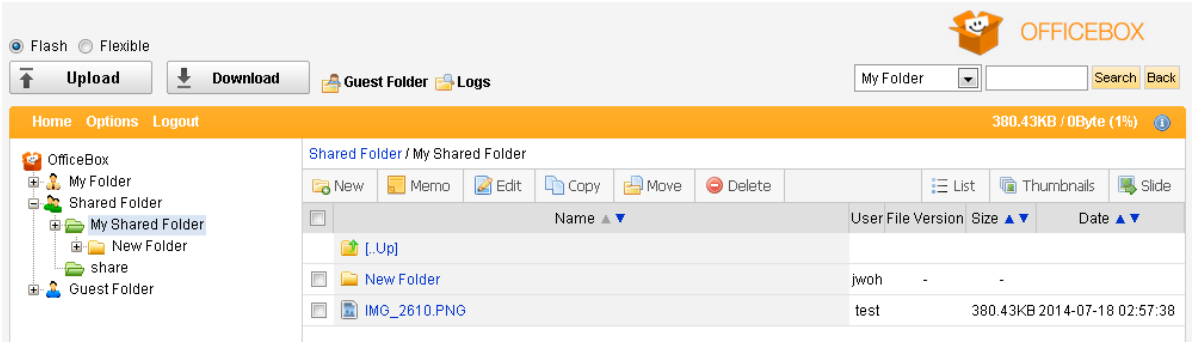
Shared Folders

Using Shared Folders

To access a shared folder

1. Click the plus (+) sign next to the Shared Folder icon in the folder tree. A list of Shared Folders you can access will appear.

> Shared Folder access is controlled by administrators. If you do not see Shared Folders in the folder tree, it means your administrator has not given you access to any Shared Folders.

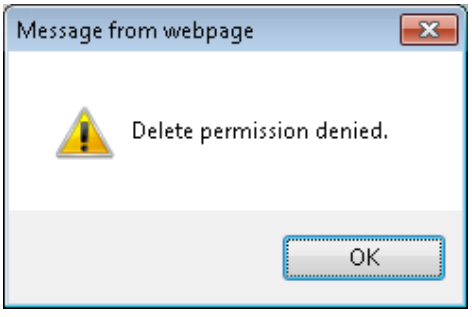


Shared Folder

2. Click on a Shared Folder to view its contents. Depending on your permission level, you will be allowed to perform certain actions.
   The three permission levels are as follows.

Read (R)	You may read files, but not modify or delete them. You cannot create new subfolders.
Read / Write (R/W)	You may read, modify, delete, and upload files. You cannot create new subfolders.
Read / Write / Create (R/W/C)	You may read, modify, delete, and upload files. You may also create new subfolders.

3. Use the tool buttons as you would with My Folder. Depending on your permissions, some buttons may produce error messages.



Write Permission Error Message

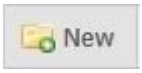
The reason of Create permission denied window does not appear.
(If you are not given permission, **New Folder** button will not be displayed. For upload, **Upload** button will be disabled.)

Guest Folders

Creating Guest Folders

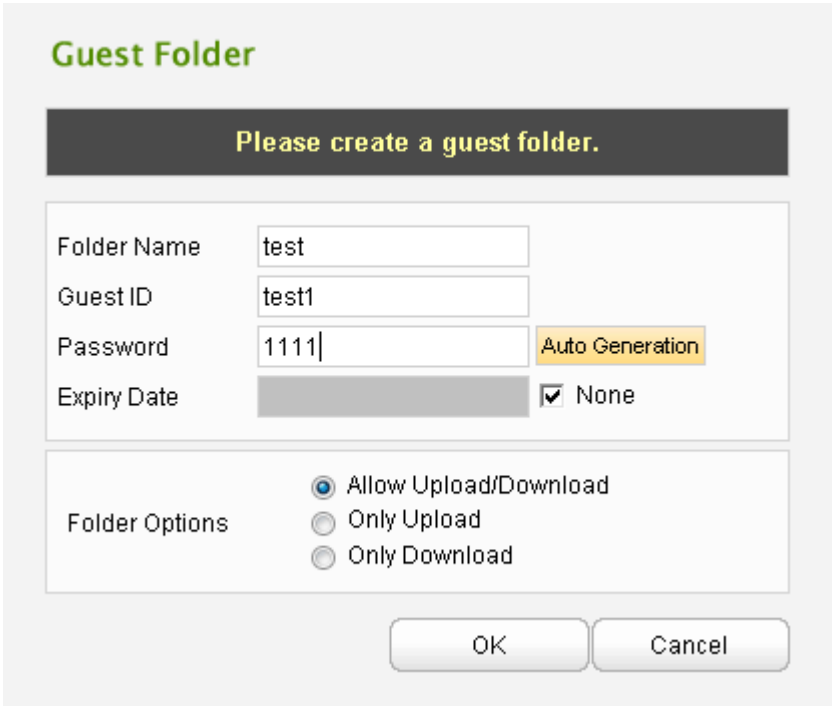
To create a Guest Folder

1. In the folder tree, click [Guest Folder].
2. Click the [New Folder] icon.



New Folder Icon

3. Fill out the Guest Folder information in the dialog box that appears.



Guest Folder Information

Folder Name	The name of the folder as it will appear in OfficeBox.
Guest ID	The ID your guest will use to log on. Each guest ID must be unique.
Password	The password your guest will use to log on.
Expiry Date	The date the Guest Folder will expire. When the Guest Folder expires, its data is deleted.
Folder Options	Select the permissions the guest will have (explained below).

The following table shows the permissions related to each of the three folder options.

	Allow Uploads/Downloads	Allow Only Upload	Allow Only Downloads
Create Folders	Yes	Yes	**No**
Modify Folders	Yes	Yes	**No**
Delete Folders	Yes	**No**	**No**
Upload Files	Yes	Yes	**No**
Download Files	Yes	**No**	Yes
Rename Files	Yes	Yes	**No**
Delete Files	Yes	Yes	**No**
Move/Copy Files	Yes	Yes	**No**

4. Click the [OK] button.
5. A URL address will appear in the **URL** field. This is the address your guest can use to log on and access OfficeBox. Record this URL and then click [OK] again to close the window.

Logging In to a Guest Folder

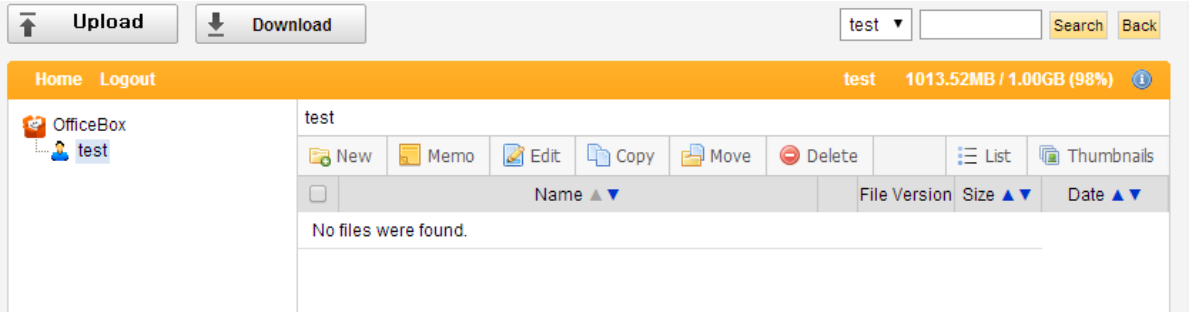
To log in to a Guest Folder

1. Use the address that was provided to access the login screen.

   (This address appears in the **URL** field of the **Guest Folder** dialog box when a Guest Folder is created or modified.)

The Login Screen

2. Enter your ID and password and click [Login].



The Main Screen

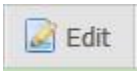
Modifying Guest Folders

To modify a Guest Folder

1. Click on the top Guest Folder in the folder tree.

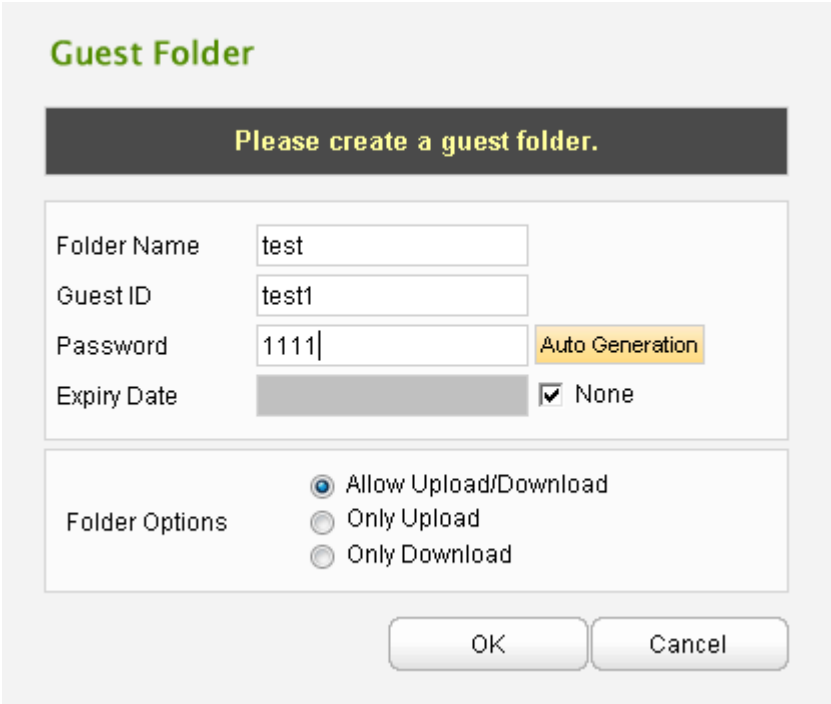
Folder Tree

2. Click on the folder in the file list. The checkbox next to it will be checked.
3. Click the [Edit] button.



Rename Button

4. The **Guest Folder** dialog box will appear. Modify the information, if necessary.



Guest Folder Dialog Box

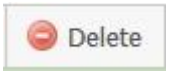
5. When you are finished, click [OK].

> Remember to contact your guest if you modify the guest ID or password of a Guest Folder.

Deleting Guest Folders

To delete a Guest Folder

1. Click on a Guest Folder so the checkbox next to it is checked.
2. Click the [Delete] button on the folder toolbar.



Delete Button

3. Click [OK] in the dialog box.

File Links

Creating File Links

About File Links

File Links are links created by OfficeBox so that people can download files from your OfficeBox server. They are an easy way to share files without creating a guest account. You can share either single files or folders. If you share folders, the link will lead to a screen where users can select the files to download.

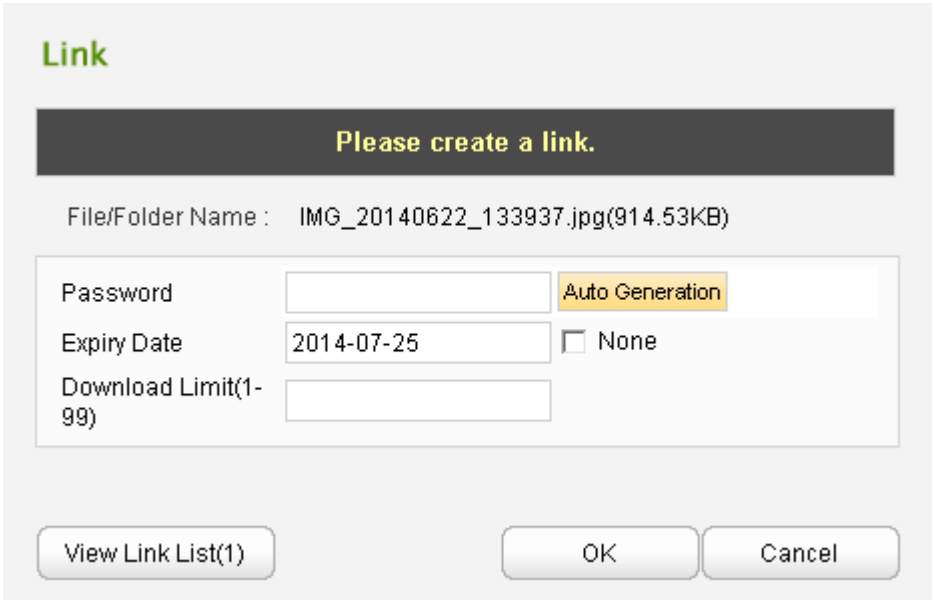
Below is the procedure for creating a File Link. The link will appear in the **File Link** dialog box, and you can copy and paste it into an email or messenger window to share with other people.

To create a File Link

1. Select a file or folder and click the [Link] button.

Link Button

The **Link** dialog box will appear.



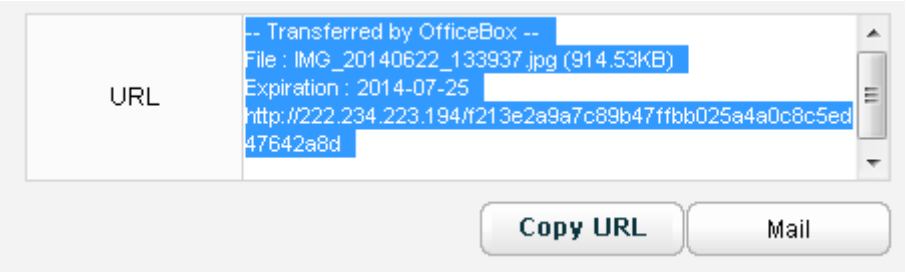
Link Dialog Box

2. Select the options you want and click [OK].

Password	Choose whether downloading the file requires a password.
Expiry Date	Select an expiration date for the link, after which it will no longer be active. You can also check the [None] button to make the link available for an unlimited period of time.
Download Limit	The number of times a file may be downloaded.

3. A URL address for downloading the file/folder will appear. Copy the address or click the [Copy URL] button.

111

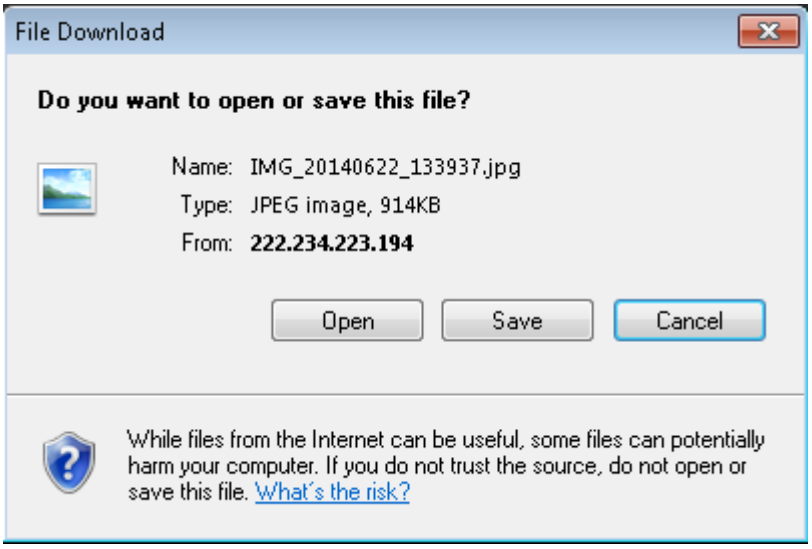


A File Link URL

Downloading from File Links

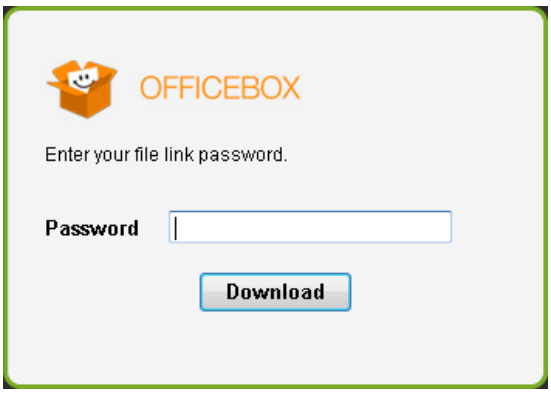
To download a file from a File Link

1. Enter the File Link in the address field of your web browser and press the Enter key.
2. Do one of the following:
   - If the link has no password, the normal browser dialog box for downloading a file will appear.


File Download
Do you want to open or save this file?
Name: IMG_20140622_133937.jpg
Type: JPEG image, 914KB
From: 222.234.223.194
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Download Dialog Box

- If the link does have a password, enter the password in the password dialog box and click [OK]**.**



Password Dialog Box

Deleting File Links

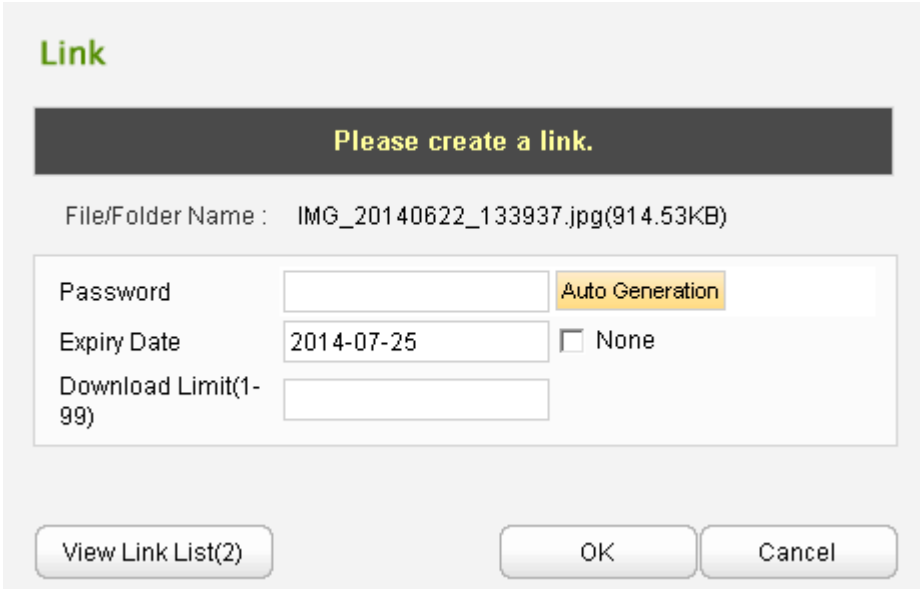
To delete a File Link

1. Select a file/folder that has a link to it.

   You can recognize files with links by the link symbol that appears beside the file in the file list (picture below).

Link Symbol

2. Click the [Link] button to open the **Link** dialog box.

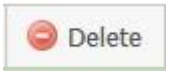


Link File Dialog Box

3. In the **Link** dialog box, click the [View Link List] button. A list of links to that file will appear.

List of File Links

4. Check the box next to a link and click the [Delete] button.



Delete Button

Copying a File Link to the Clipboard

To copy a file link to the clipboard

1. Click on a file that has a file link in the file list.

Select a File

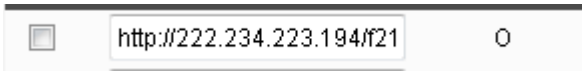
2. Click the [Link] button.

Link Button

3. In the dialog box that appears, click the [View Link List] button in the bottom left corner to view a list of the file links attached to the file.

View Link List Button

4. Click on the link in the **URL** column and then press **CTRL+C** to copy it.



Selecting the File Link

To copy a file link to an email or a file

1. Follow steps 1-3 above to open the list of file links.
2. Click [Edit/Copy] beside the file link.
3. Do one of the following:
   - Click the [Mail] button to open your email client and create a message that contains the link.

Mail Button

> The email client that opens is determined by your browser settings.

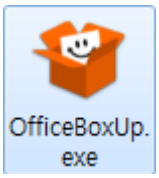
- Click the [Copy URL] button to copy the link information to the clipboard. Then open a text file and press **CTRL+V** to copy the link information into a text file.

Copy URL Button

OfficeBox Agent – User Manual

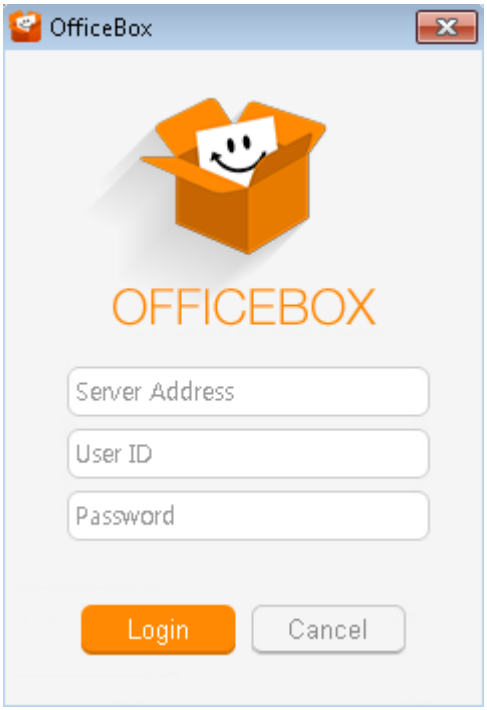
Getting Started with OfficeBox Agent

1. To install OfficeBox Agent, double-click the setup file (OfficeBoxUp.exe).

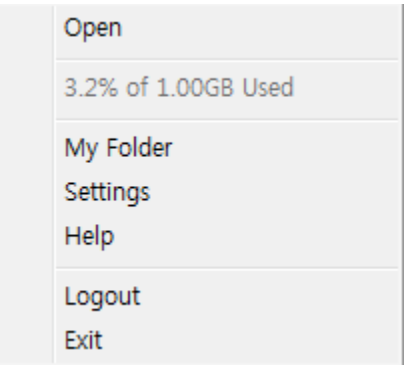


2. When installation is complete, an OfficeBox icon will appear on the desktop. Click the icon to run OfficeBox.

3. Enter the server address, user ID, and password to log in.



Using the OfficeBox Agent Menu



1. Once you are logged in, the OfficeBox Agent icon will always appear in the system tray.
2. Right-click the Agent icon to display the menu shown above.
3. Click the menu command you'd like to use.

Open	Open OfficeBox Agent Explorer.
My Folder	Go to My Folder in OfficeBox web.
Settings	Display Settings.
Help	Go to OfficeBox homepage.
Logout	Log out.
Exit	Exit OfficeBox.

My / Shared / Guest Folder

OfficeBox offers My Folder for the user's important personal files and Shared Folder, Guest Folder for safe file sharing among users.

Create Folder/Delete

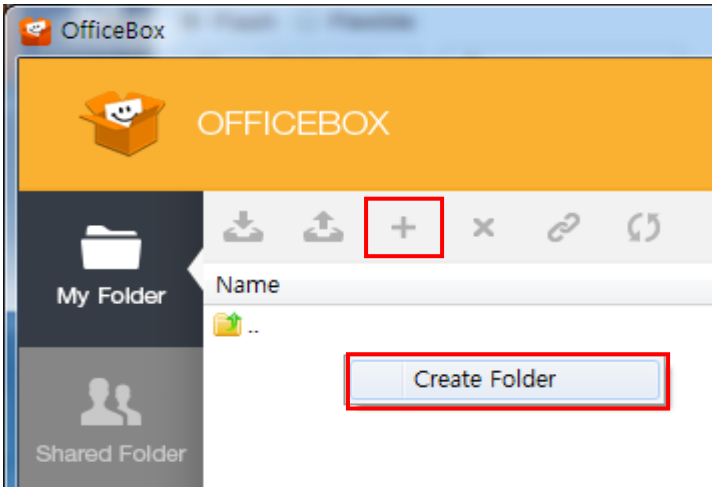
Only the administrator can create a Shared Folder. No folder will be displayed unless the administrator creates or designates one for unauthorized users.

CreateFolder

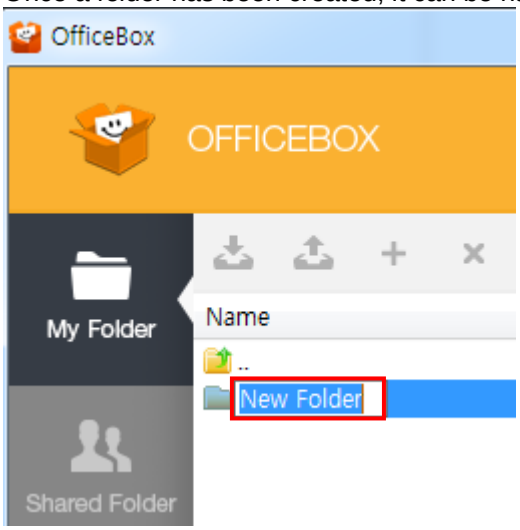
1. There are two ways to create a folder in My Folder:

   ① Click + at the top.

   ② Right click and then click [Create Folder].

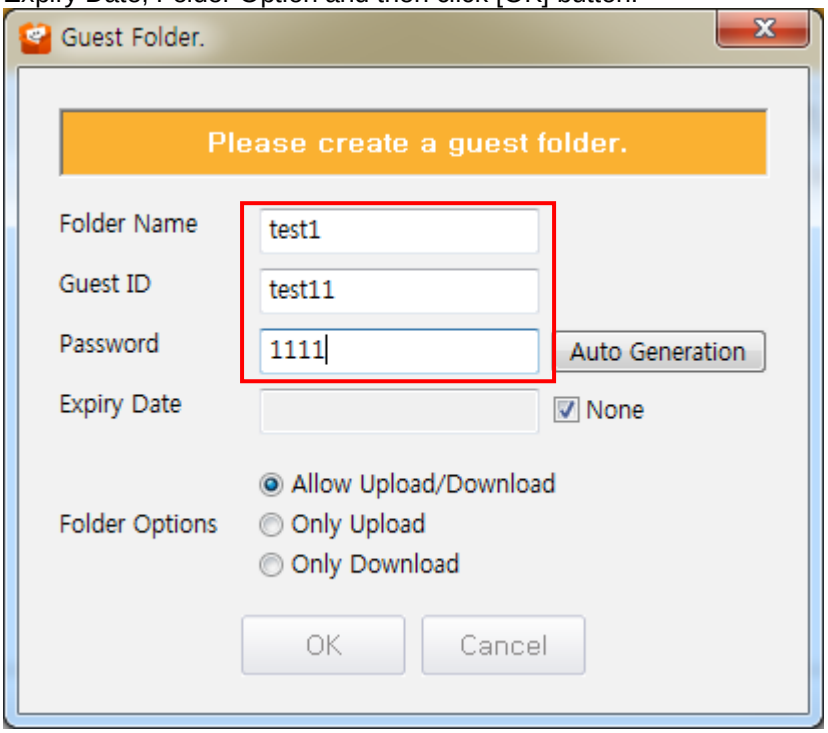


2. Once a folder has been created, it can be named.



3. Creating a new folder in Guest Folder is a little different. Follow step 1 described above and the following screen will be displayed. There, enter Name, ID, Password and set

Expiry Date, Folder Option and then click [OK] button.

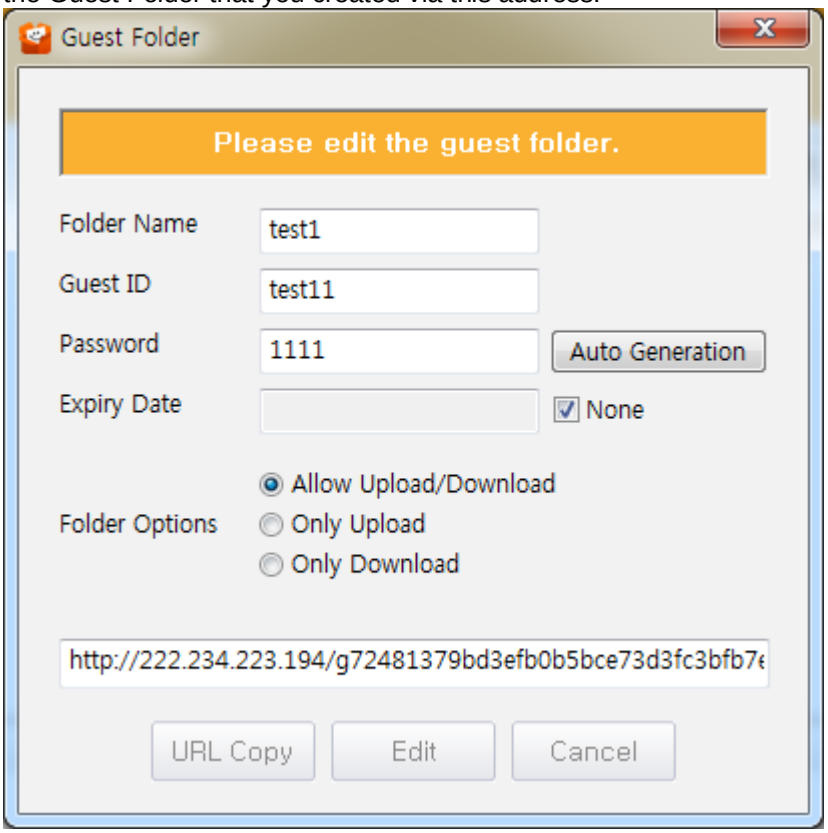


Folder Name	The name of the folder as it will appear in OfficeBox.
Guest ID	The ID your guest will use to log on. Each guest ID must be unique.
Password	The password your guest will use to log on.
Expiry Date	The date the Guest Folder will expire. When the Guest Folder expires, its data is deleted.
Folder Options	Select the permissions the guest will have (explained below).

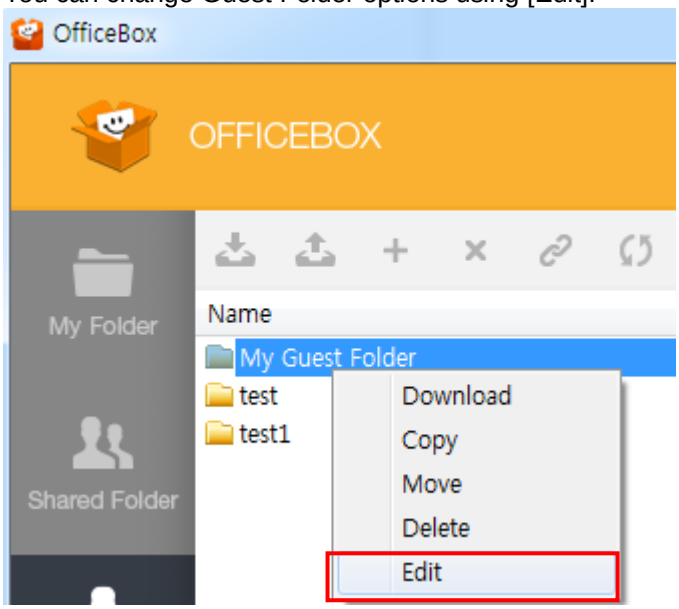
The following table shows the permissions related to each of the three folder options.

	Allow Uploads/Downloads	Allow Only Upload	Allow Only Downloads
Create Folders	Yes	Yes	**No**
Modify Folders	Yes	Yes	**No**
Delete Folders	Yes	**No**	**No**
Upload Files	Yes	Yes	**No**
Download Files	Yes	**No**	Yes
Rename Files	Yes	Yes	**No**
Delete Files	Yes	Yes	**No**
Move/Copy Files	Yes	Yes	**No**

4. Click [OK] button to create a URL address as shown below. Guests will be able to use the Guest Folder that you created via this address.



5. You can change Guest Folder options using [Edit].

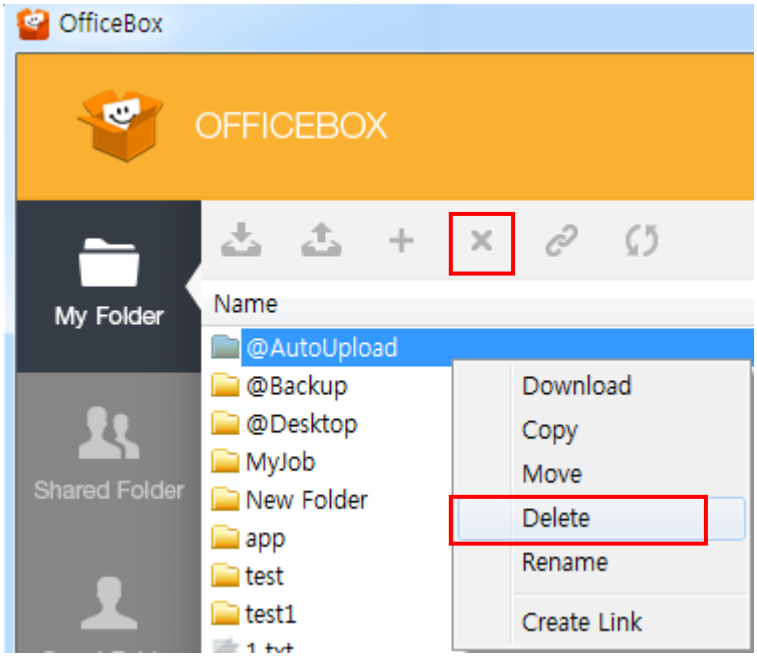


Delete

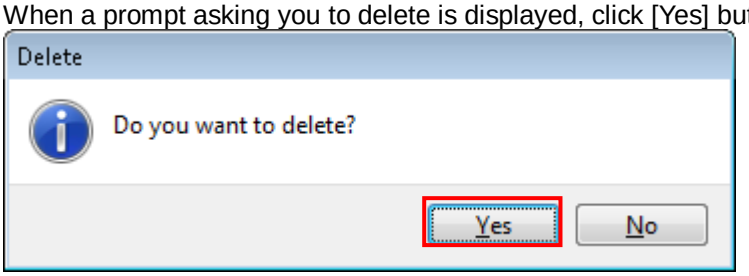
1. There are two ways to delete a folder:

   ① Select the desired folder to delete, and then click x at the top.

   ② Select the desired folder to delete, right click and then click [Delete].



2. When a prompt asking you to delete is displayed, click [Yes] button.



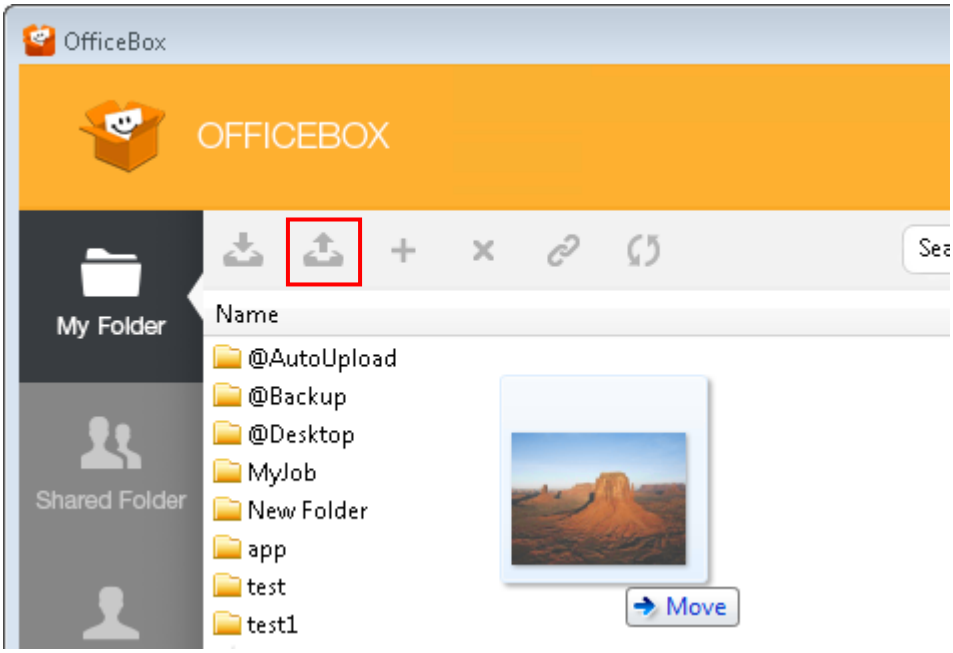
Upload/Download/Copy/Move/Delete/Rename

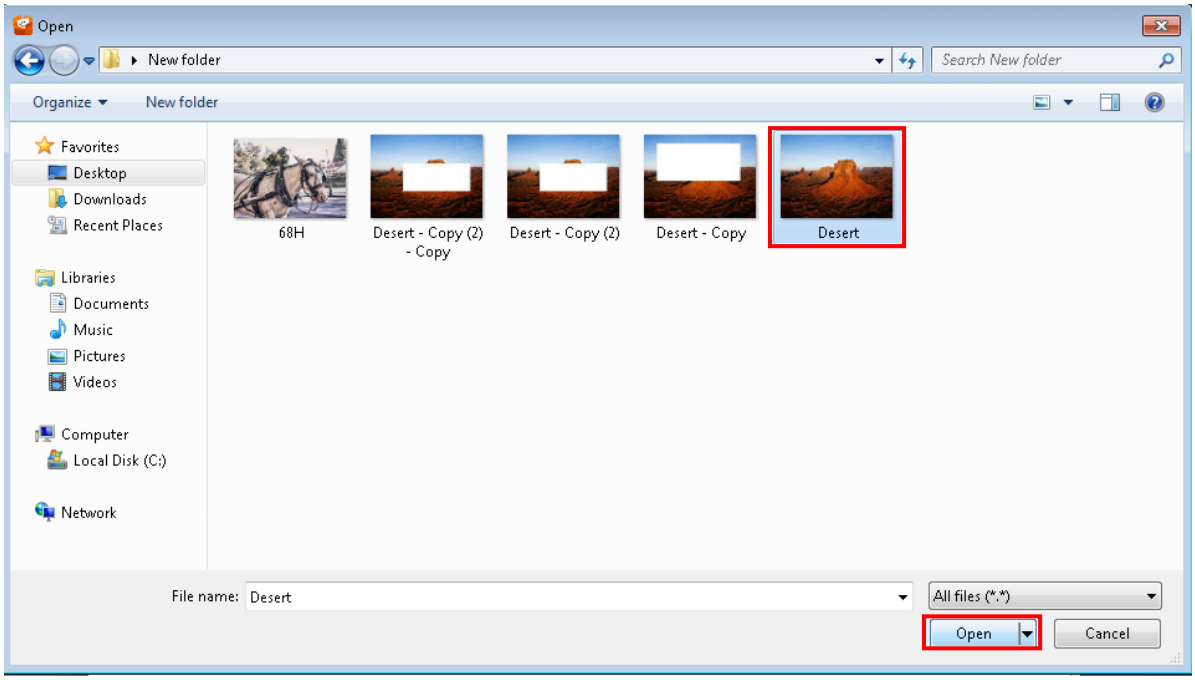
(Same for My Folder/Shared Folder/Guest Folder)

1. There are two ways to delete a folder.

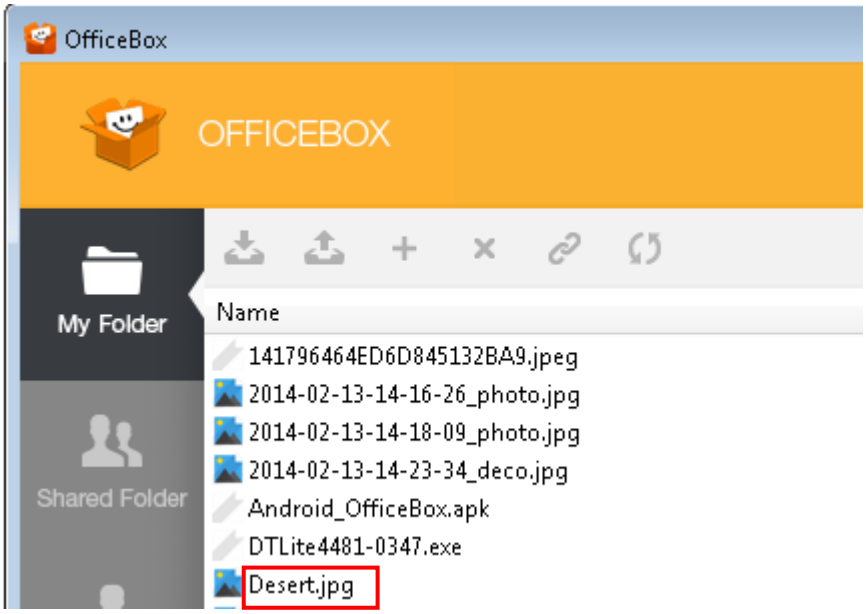
① Select the desired location to save the file, and drag and drop it there.

② Select the file to upload and click the upload button.





2. The file will be saved.

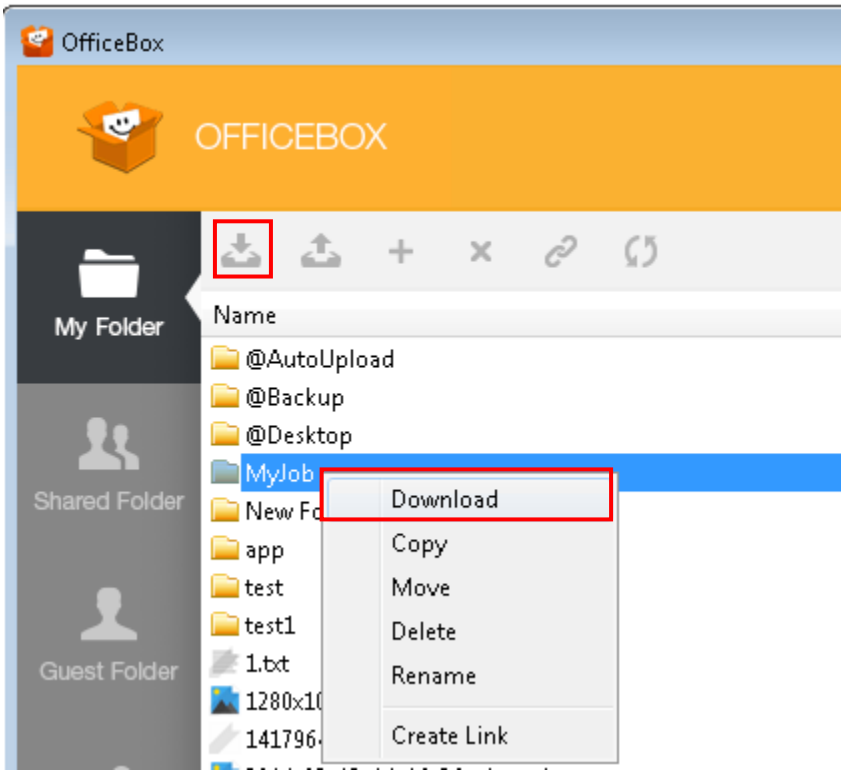


(Same for My Folder/Shared Folder/Guest Folder)

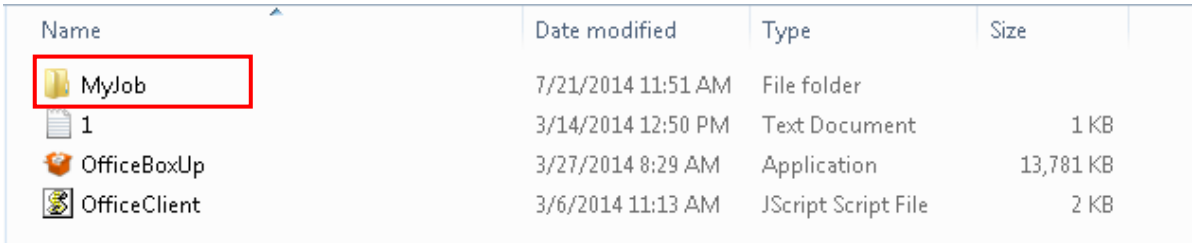
1. There are two ways to download files:

   ① Select the file that you want to download and then, click [Download] button at the top.

   ② Select the desired file to download, right click and click [Download] button.

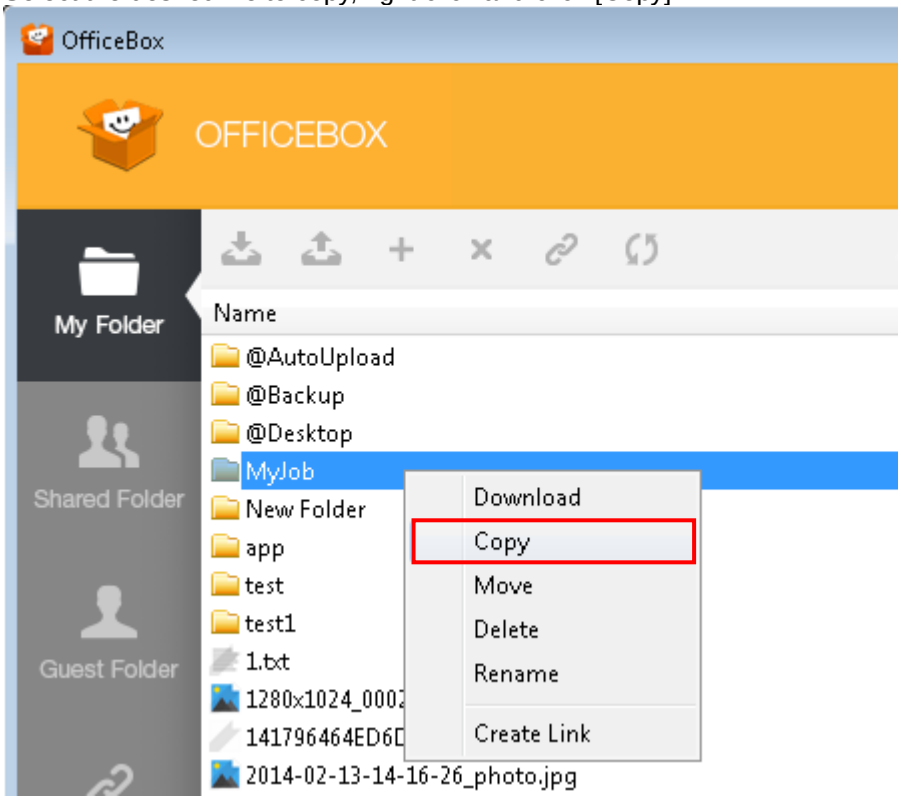


2. The file will be downloaded.

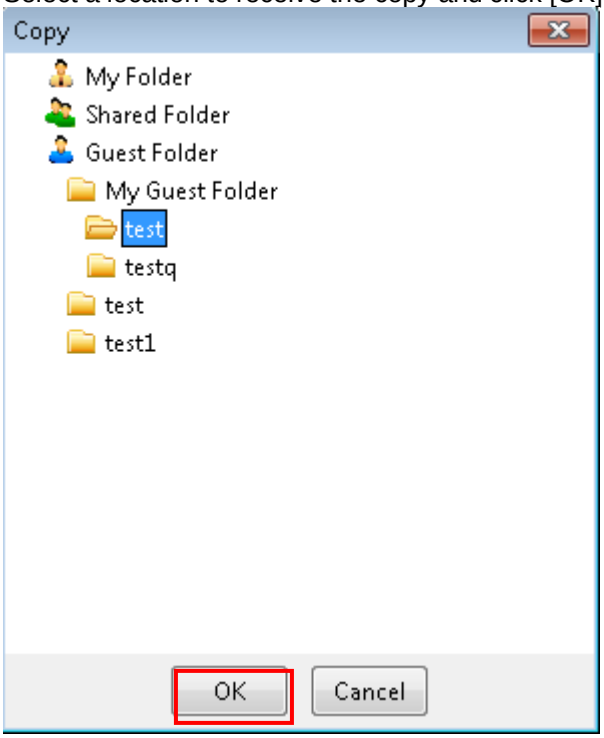


Copy (Same for My Folder/Shared Folder/Guest Folder)

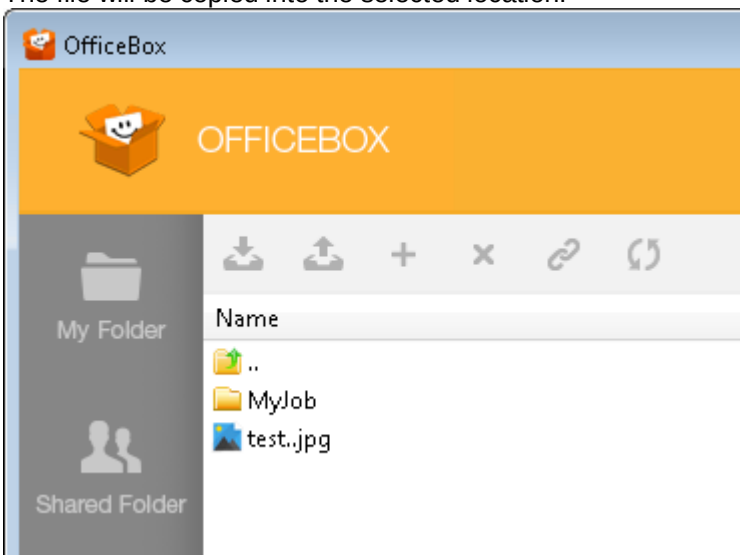
1. Select the desired file to copy, right click and click [Copy].



2. Select a location to receive the copy and click [OK] button.

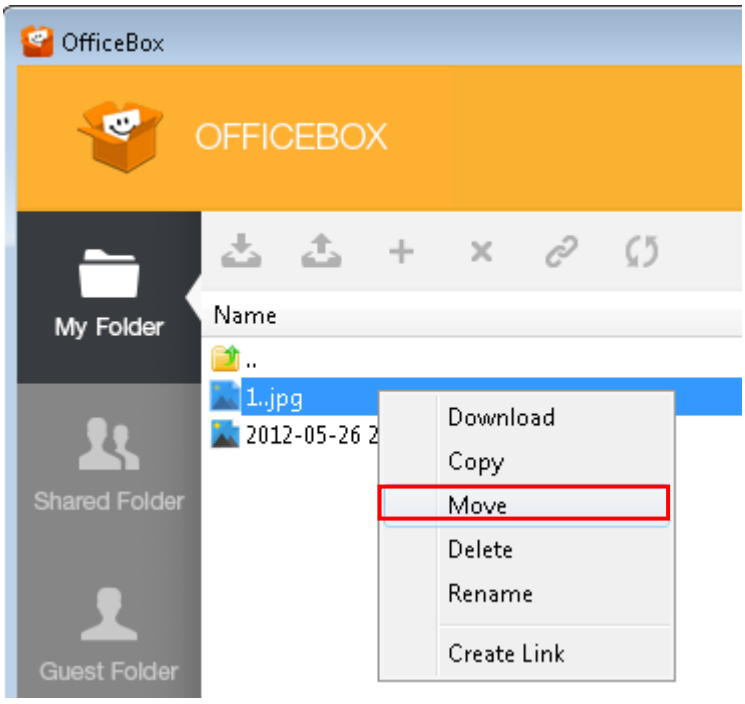


3. The file will be copied into the selected location.

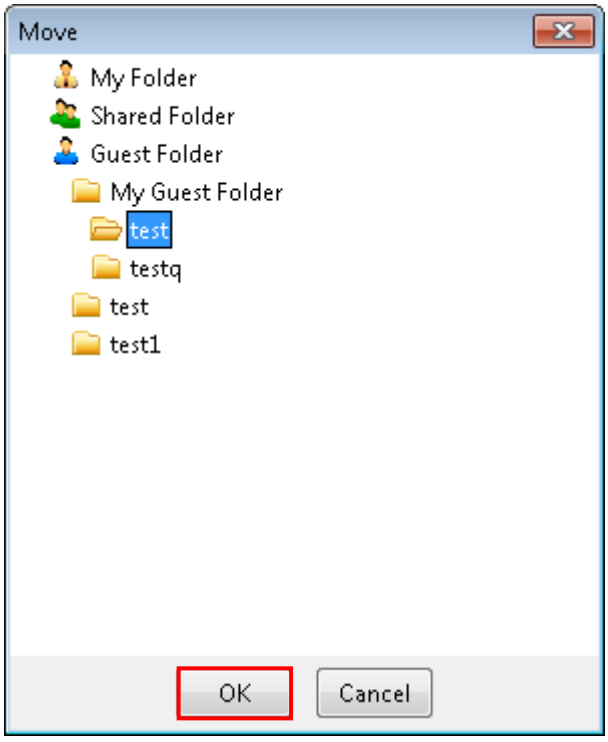


Move (Same for My Folder/Shared Folder/Guest Folder)

1. Select the desired file to move, right click and click [Move].

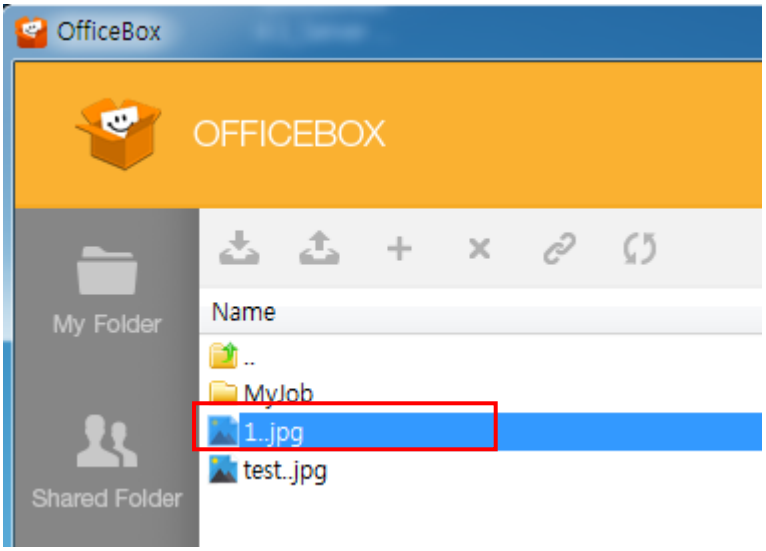


2. Select the location where you want to move the file, and click [OK] button.


Move
My Folder
Shared Folder
Guest Folder
My Guest Folder
test
testq
test
test1
OK
Cancel

3. The file will be moved into the selected location.

   (The file will no longer exist in the original folder.)

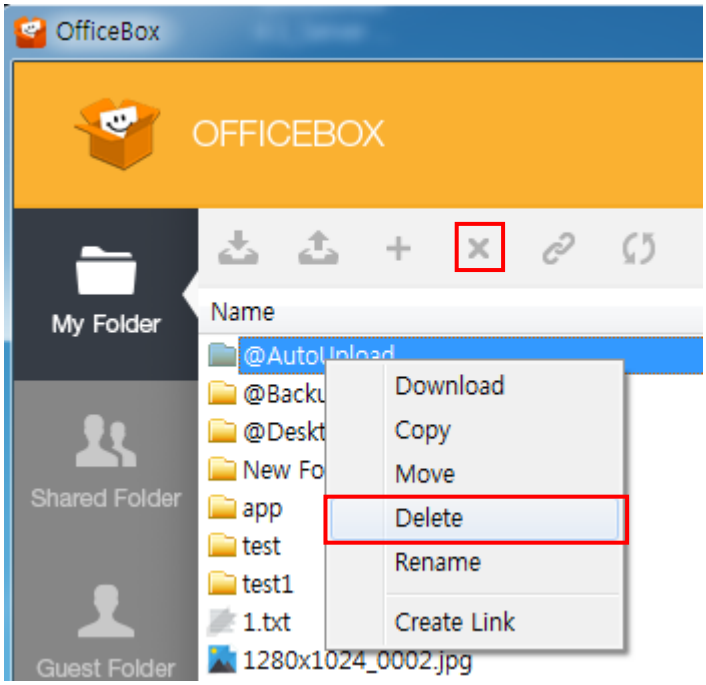


Delete (Same for My Folder/Shared Folder/Guest Folder)

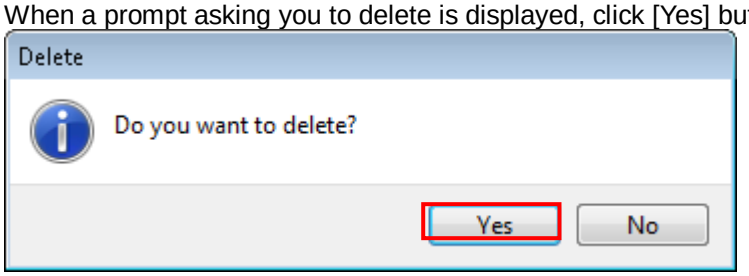
1. There are two ways to delete a folder:

   ① Select the desired folder to delete and click x at the top.

   ② Select the desired folder to delete, right click and then click [Delete].

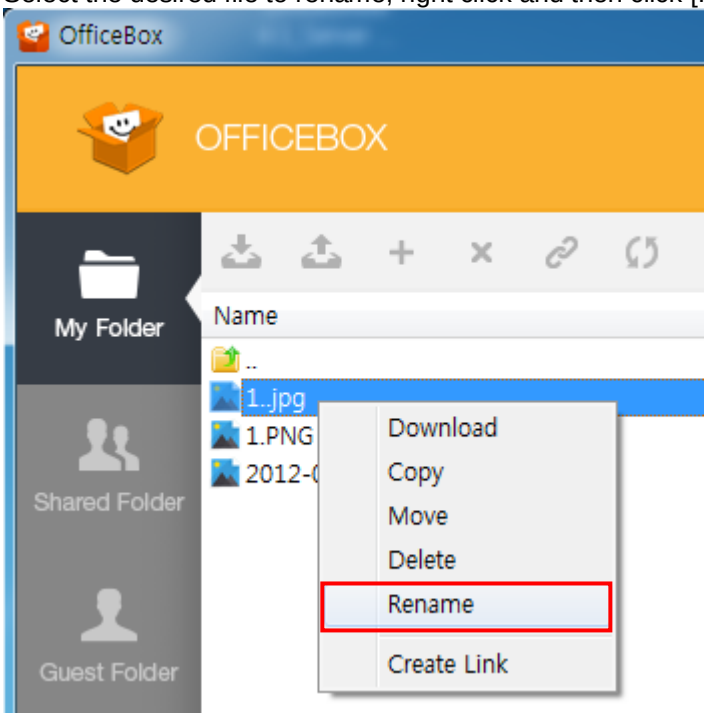


2. When a prompt asking you to delete is displayed, click [Yes] button.

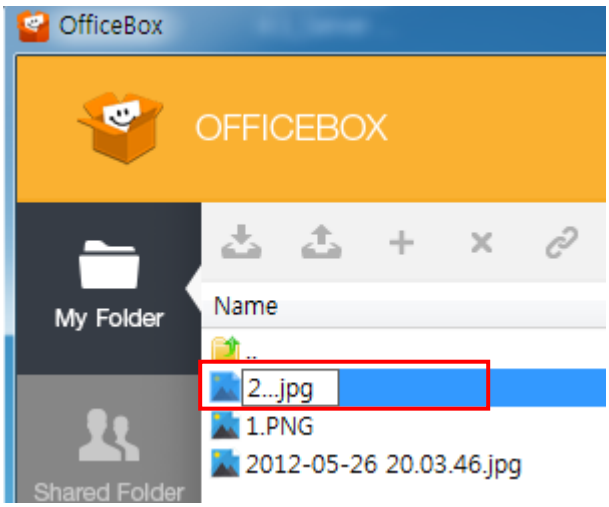


Rename(Same for My Folder/Shared Folder/Guest Folder)

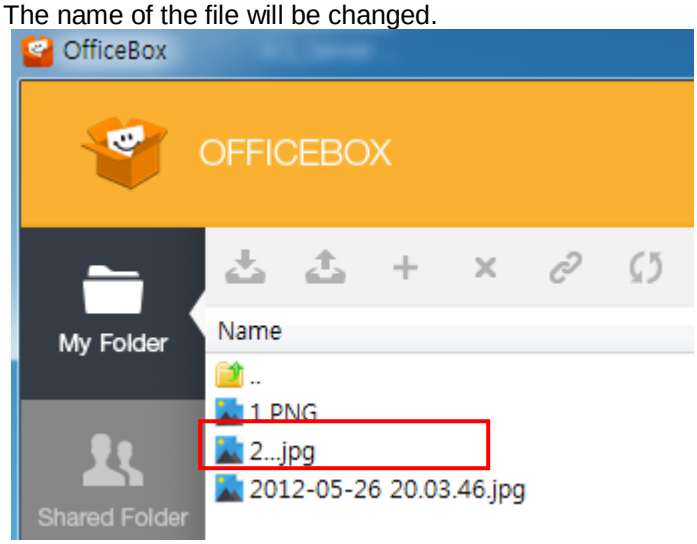
1. Select the desired file to rename, right click and then click [Rename] button.



2. Enter the new file name.



3. The name of the file will be changed.



Link

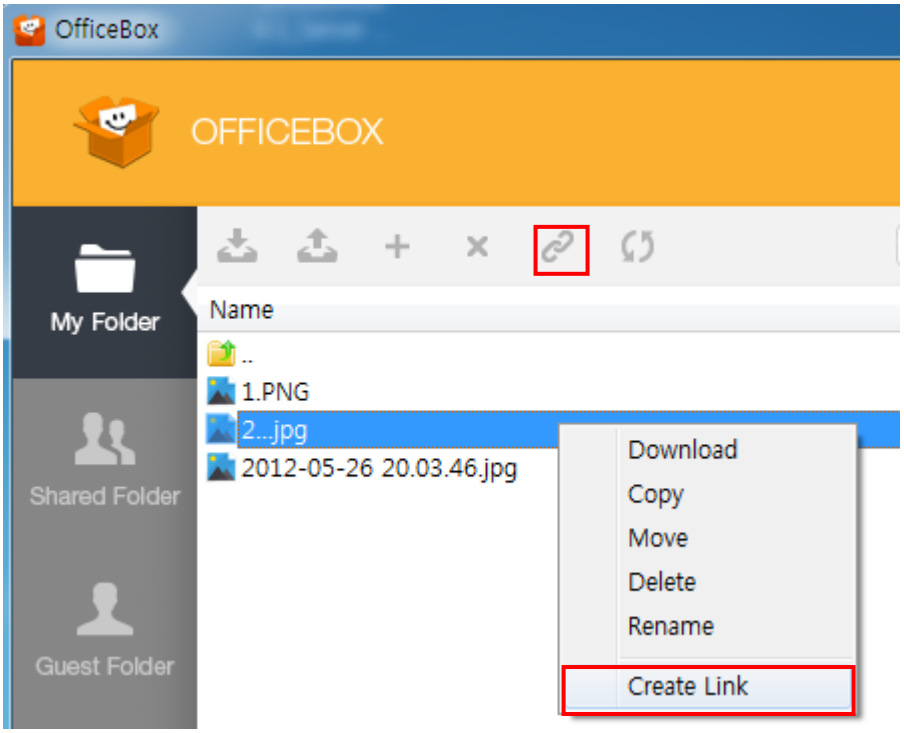
OfficeBox allows the creation of links to securely share files with partner companies. You can set various link options like the expiry date, password, and/or download limit to share files with partner companies securely and easily.

Create Link(Except Shared Folder)

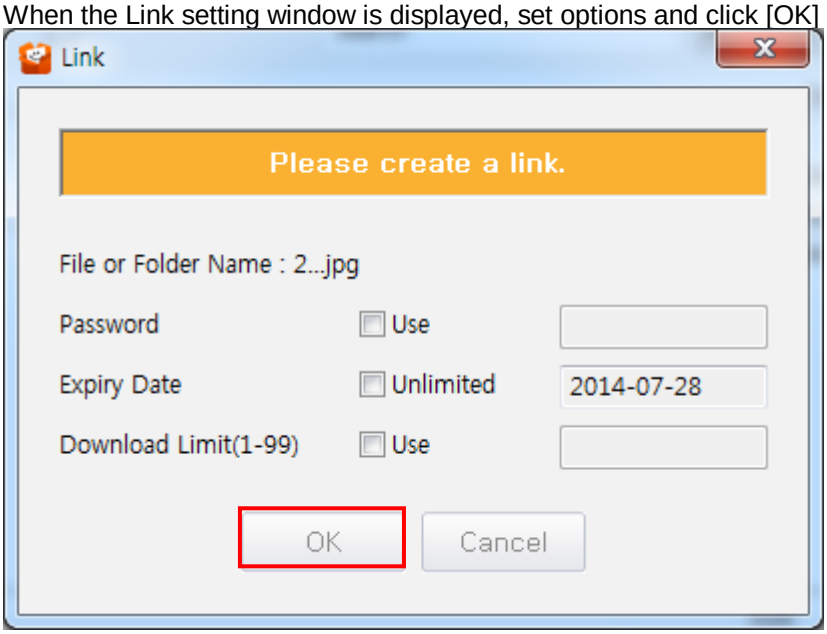
1. There are two ways to create a link:

   ① Select the desired file to share and click [Create Link] button at the top.

   ② Select the desired file to share, right click and then click [Create Link] button.

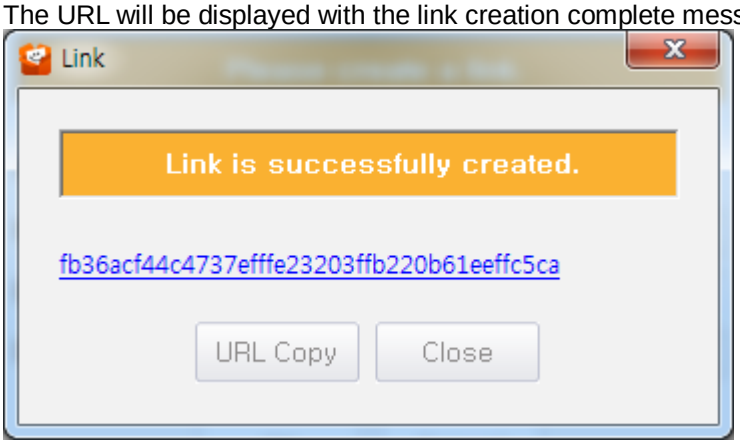


2. When the Link setting window is displayed, set options and click [OK] button.

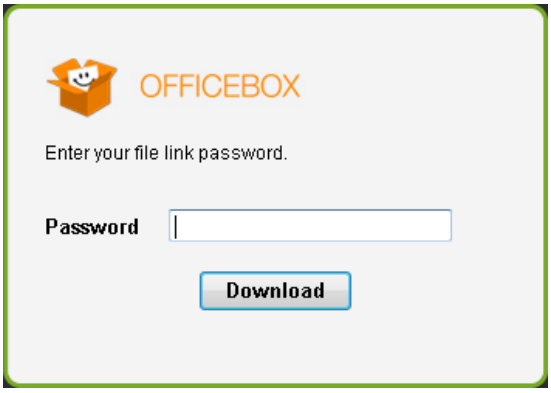


Password	When this option is set, you will be asked to enter the password when downloading a shared file.
Expiry Date	The file cannot be downloaded after the expiry date.
Download Limit(1-99)	Set the number of times that the file can be downloaded. The file can no longer be downloaded when it has been downloaded the specified maximum number of times (set between 1 and 99).

3. The URL will be displayed with the link creation complete message.



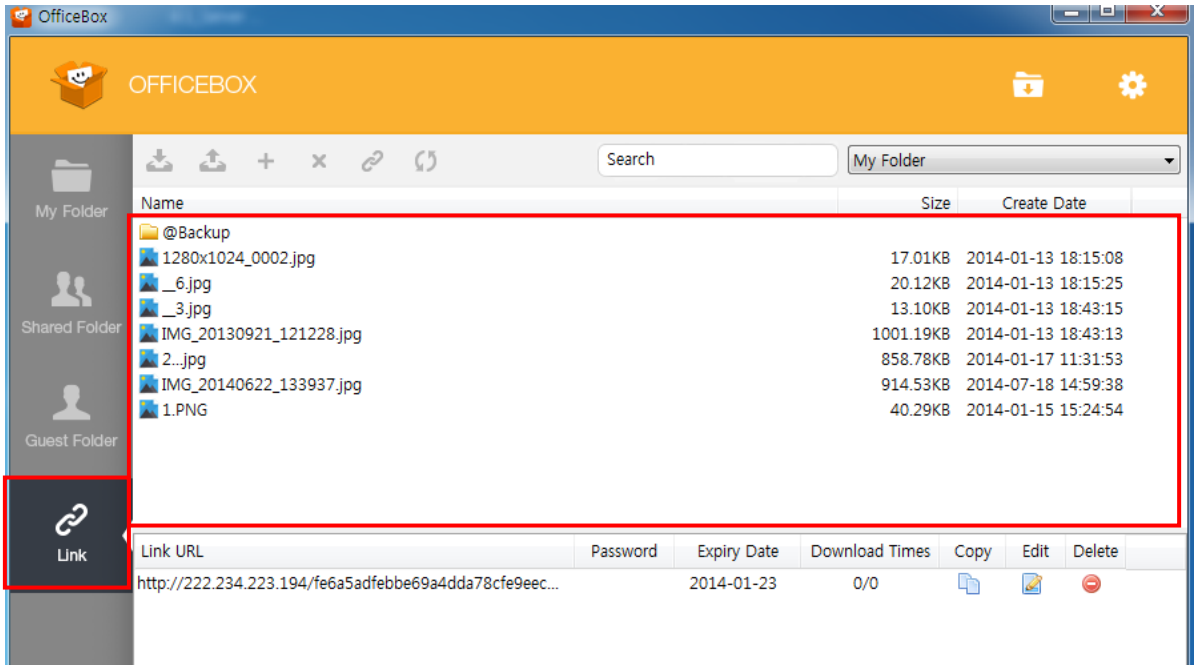
4. Authorized users can enter the URL address to access the shared file.



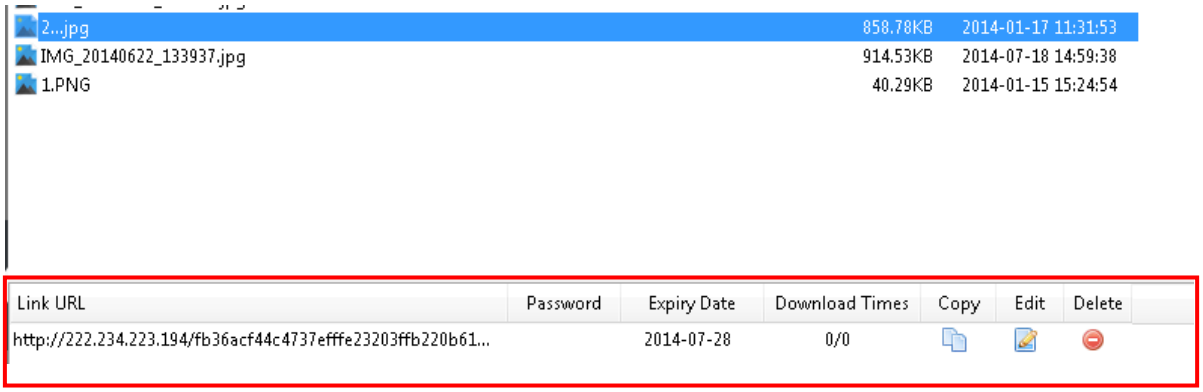
Link

View the list of created links using the Links menu and reset the options for each link.

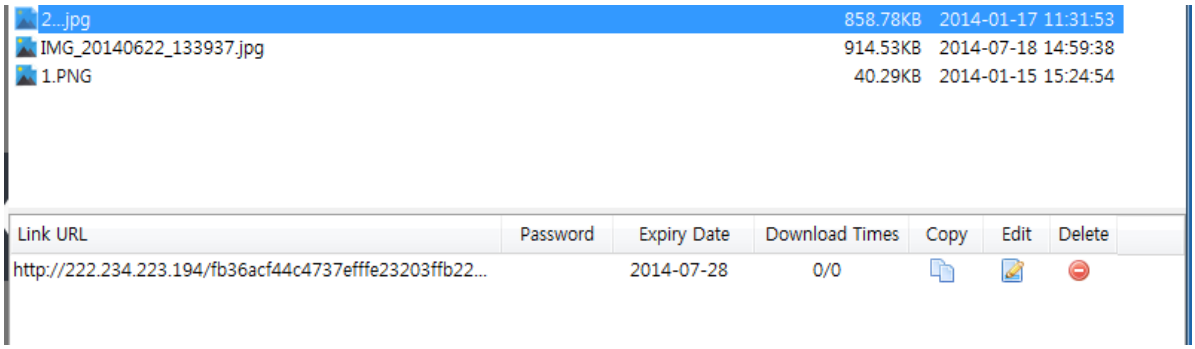
1. Click [Link] on the left menu. If a link was created, shared files will be displayed on the right.



2. Click the file to view the link list.



3. The following screen will be displayed.



① Link URL: Link URL to the file

② Password: Password was set when the link was created

③ Expiry Date: Expiry date was set when the link was created

④ Download Times: Download limit was set when the link was created

⑤ Copy: Copy link URL

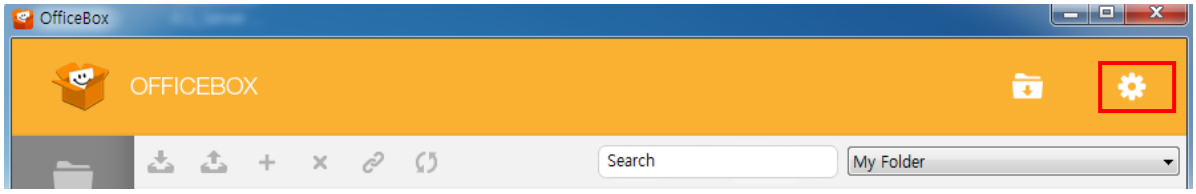
⑥ Edit: Change link options (Password/Expiry Date/Download Limit)

⑦ Delete: Delete link

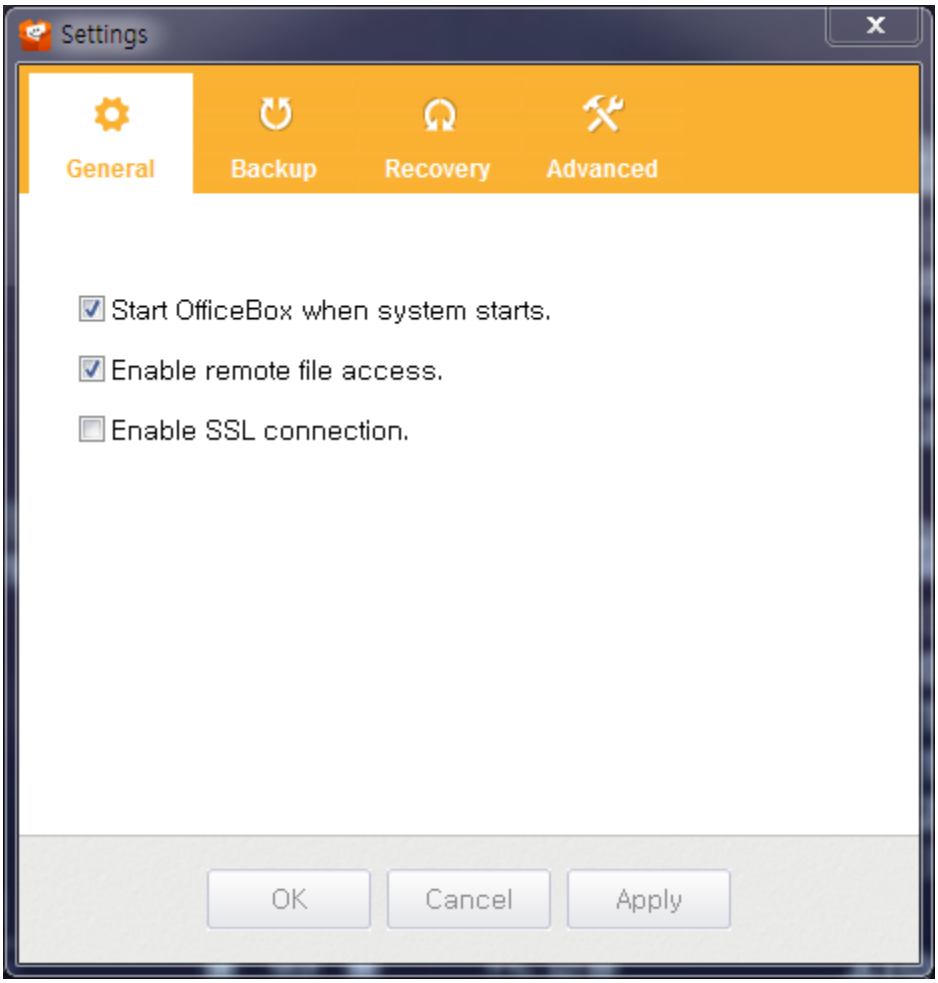
Settings

General Setting

1. Click [Settings] button in the upper right corner.

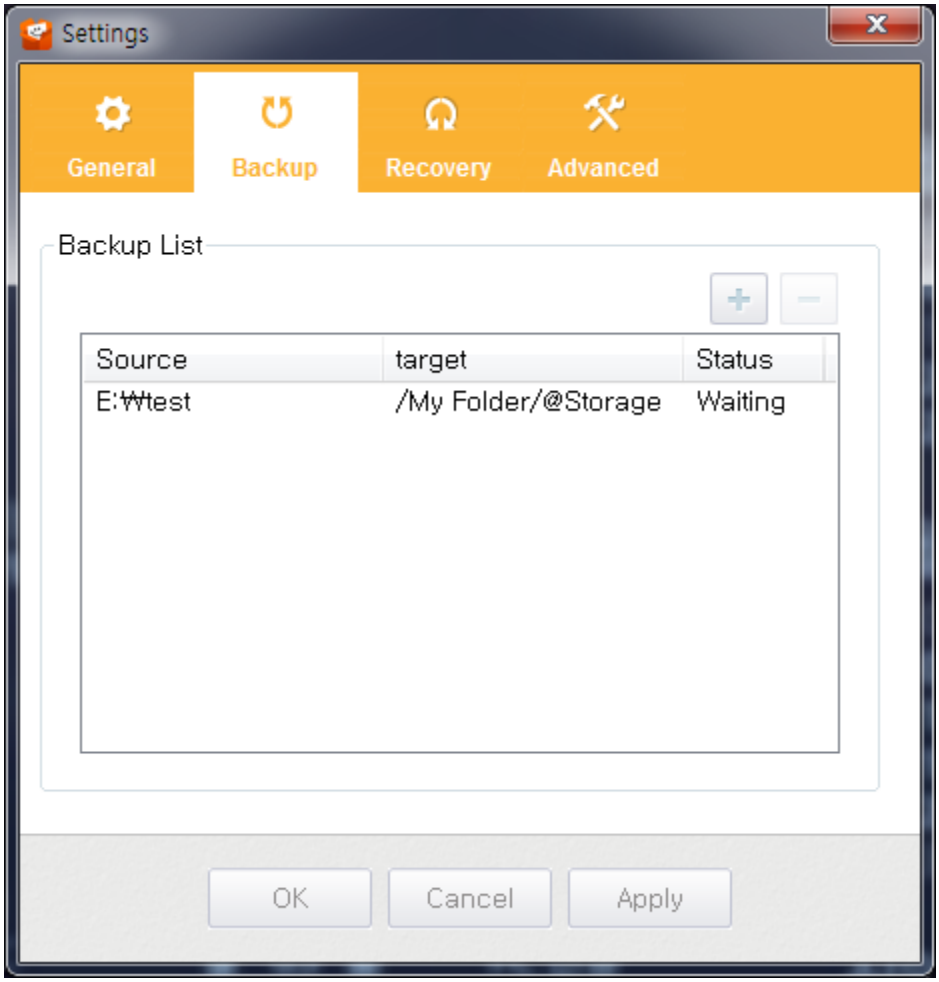


2. The following screen will be displayed.

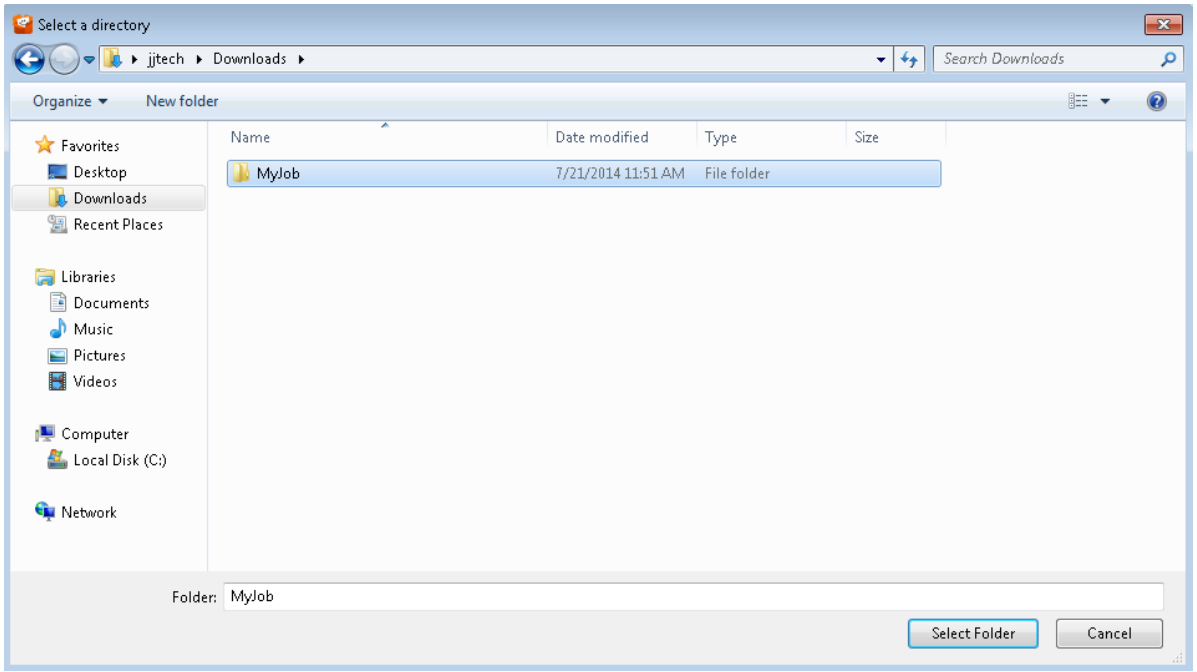


1. **Start OfficeBox when system starts:** Check this box to start OfficeBox automatically when the system starts.
2. **Enable remote file access:** Check this box to access files remotely. Click again to disable the function.
3. **Enable SSL connection:** When check box is marked, SSL connection will be enabled for security purposes. If the server does not support SSL, check box will be automatically disabled.

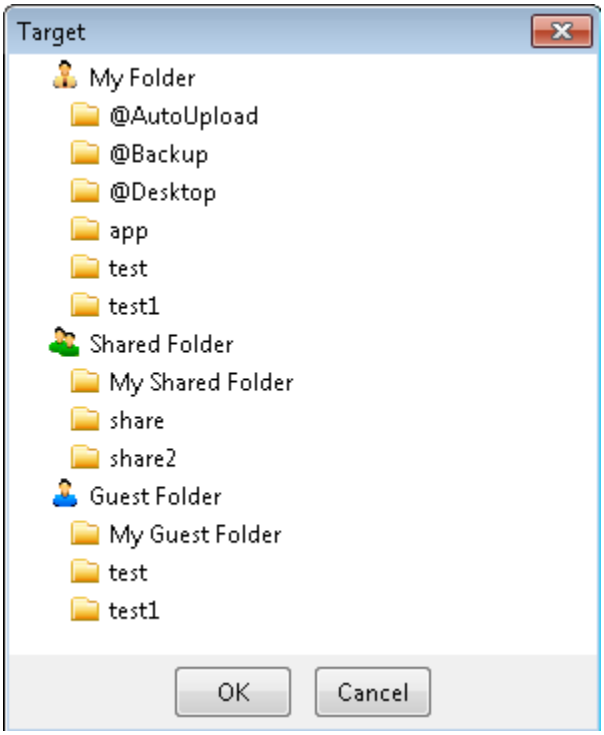
BackUp Setting



1. View backup list.
2. Click the + button to add a backup folder.

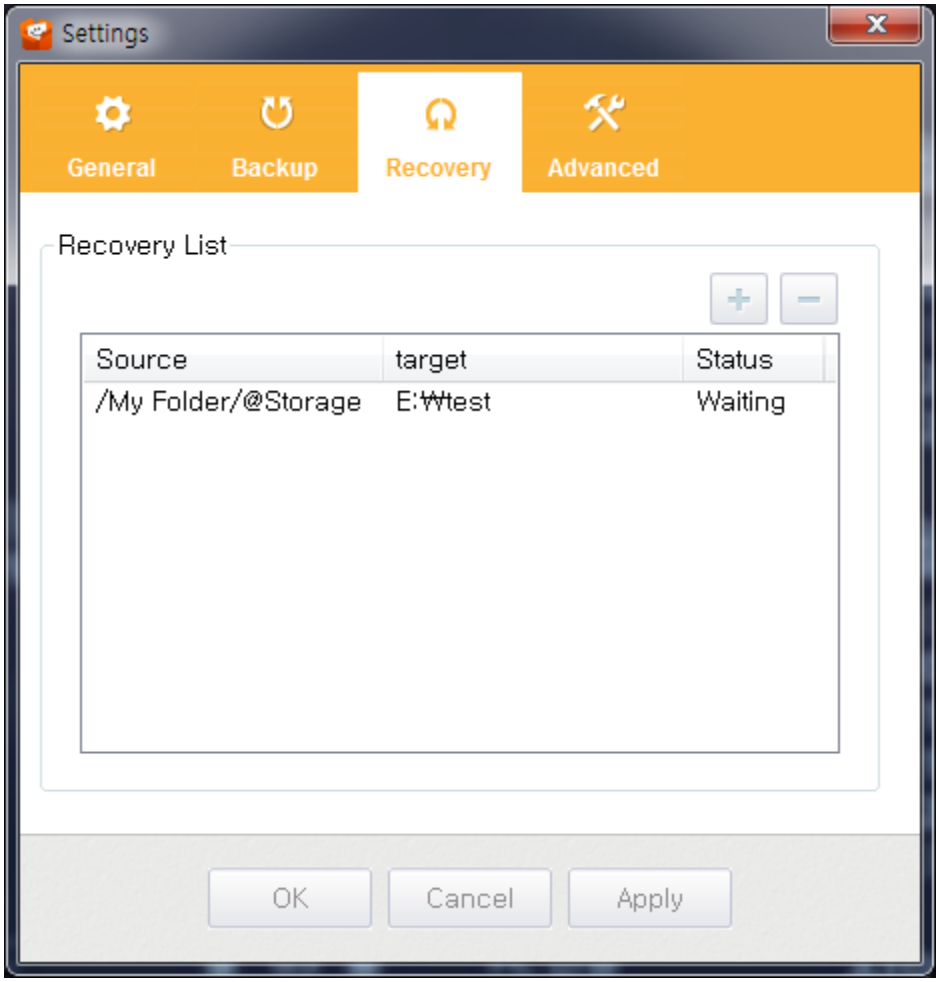


3. Select the location to backup the folder.

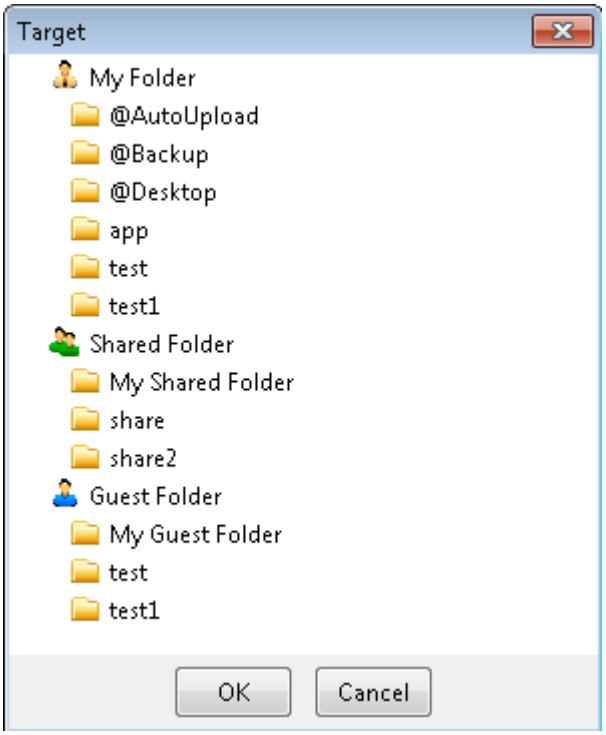


4. When the location is set, all data of the folder will be backup for the first time. When the first backup is completed, OfficeBox will automatically backup the latest file automatically to the server. (Even PC file is deleted, the file will be kept in the server.)

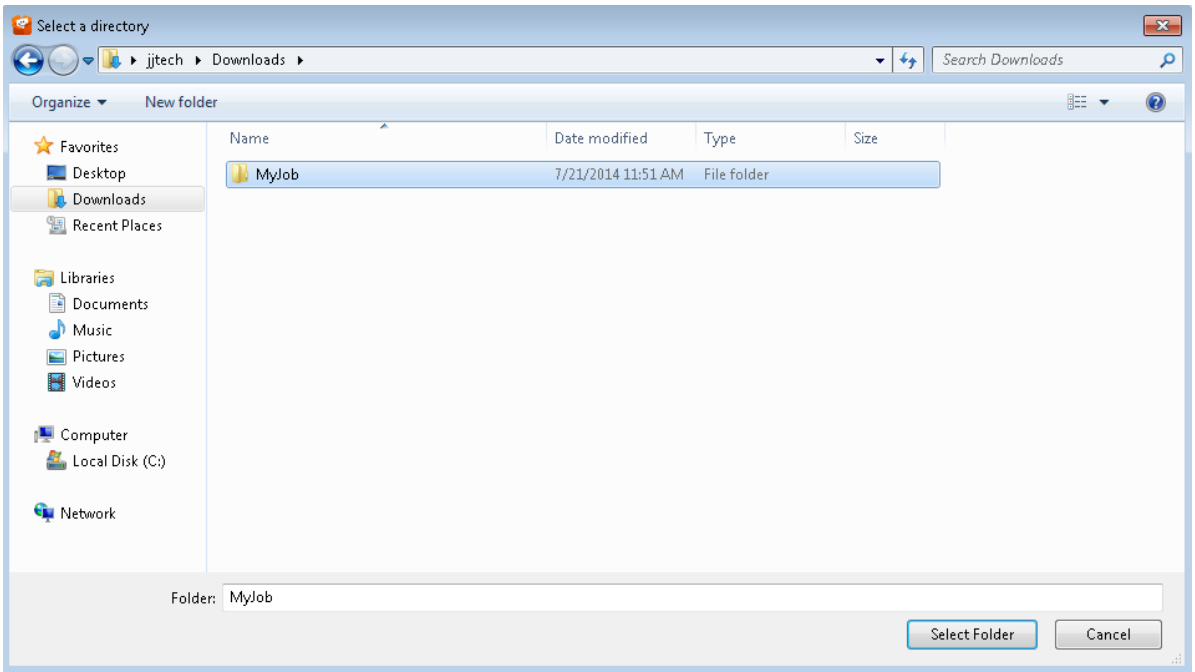
Recovery



1. Select folder to recover folder from OfficeBox to my PC.

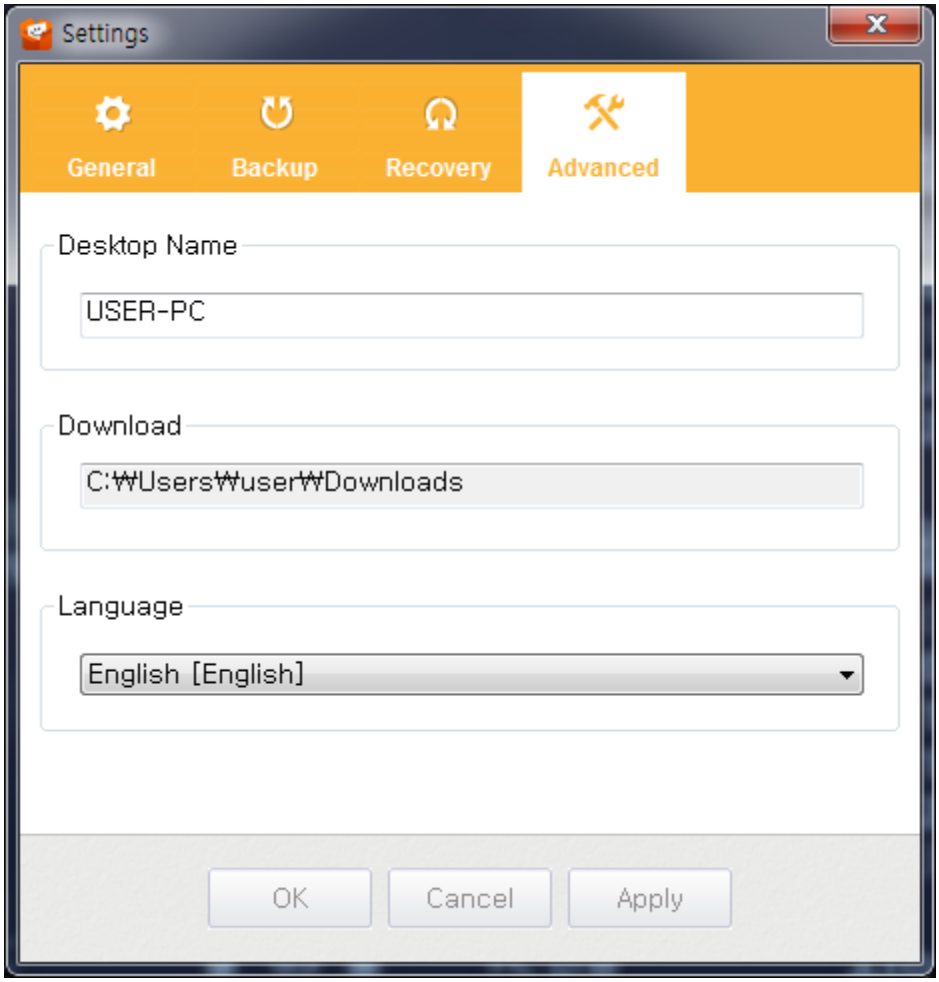


2. Select location in my PC to download folder from OfficeBox.



3. Downloading selected folder from OfficeBox to the location selected on my PC. Folder downloaded in PC will be updated when there is changes on selected folder in OfficeBox.

Advanced Setting



1. **Desktop Name:** Change the Desktop Name shown when using remote PC access. If the remote PC name is the same as the Desktop Name, you are required to change it.
2. **Download:** Select the desired location to download files.
3. **Language:** Choose your preferred language. Restart the program to apply the selected language.

Other Features

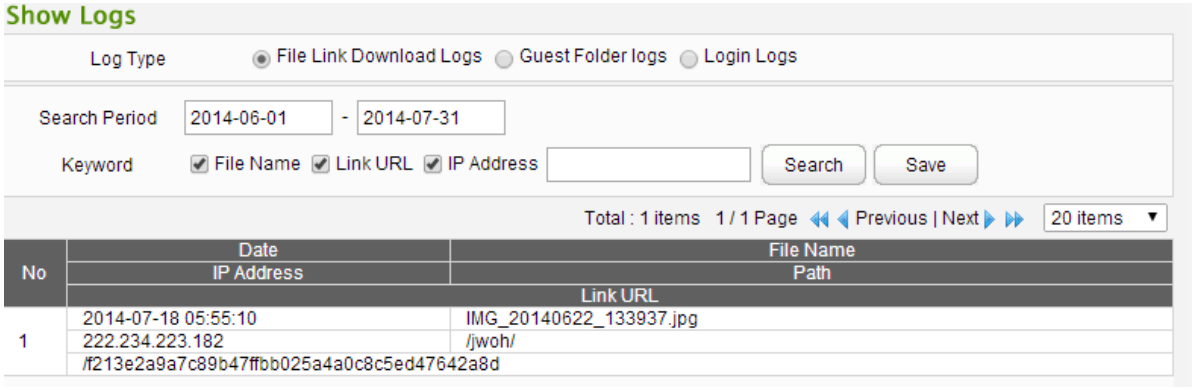
Viewing Log Files

To view log files

1. Click on the [Logs] button on the toolbar at the top left of the screen.

Logs Button

2. The log file window will appear. Use the radio buttons at the top to select which log file you want to view. You can view the File link download logs, the Guest folder logs, or the Login logs.



The Log File Window

File Link Download Log

The file link download log records when a file is downloaded through a file link. It shows the date/time of the download, the IP address of the downloader, the name of the file downloaded, the path of the file, and the link URL.

No	Date	File Name
	IP Address	Path
	Link URL	
1	2014-07-18 05:55:10	IMG_20140622_133937.jpg
	222.234.223.182	/jwoh/
	/f213e2a9a7c89b47ffbb025a4a0c8c5ed47642a8d	

File Link Download Log

Guest Folder Log

The guest folder log records changes to the files in your Guest Folders from actions such as uploading, downloading, or deleting.

No	Date IP Address	File Name Path	Status
1	2014-07-21 14:18:28 110.14.220.41	1..jpg /jwoh/Guest Folder/My Guest Folder/test/	New(Upload)
2	2014-07-21 11:29:16 110.14.220.41	1.PNG /jwoh/Guest Folder/My Guest Folder/	Move

Guest Folder Log

Login Log

The login log records every login event.

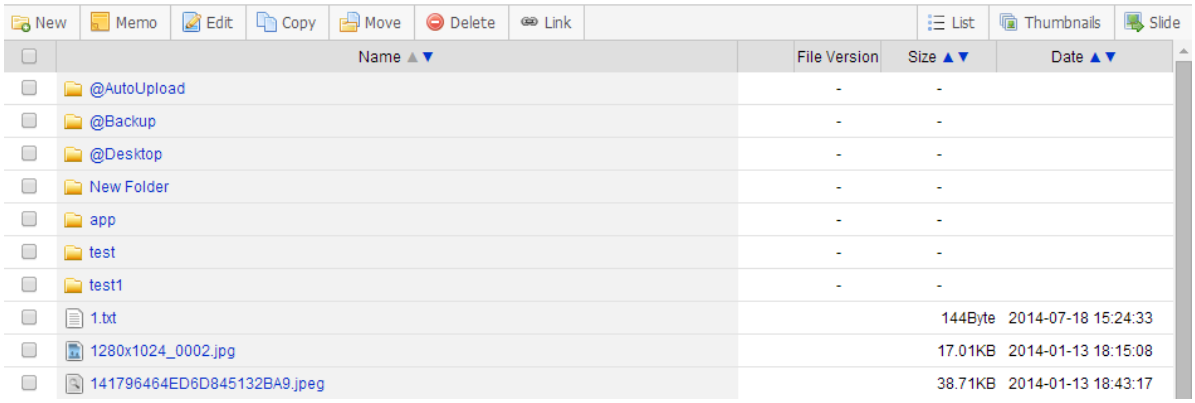
No	Date	IP Address	User	Status	Type
1	2014-07-21 14:45:58	110.14.220.41	jwoh	OK	
2	2014-07-21 14:45:13	110.14.220.41	jwoh	OK	
3	2014-07-21 14:42:32	222.234.223.182	jwoh	OK	
4	2014-07-21 14:42:32	222.234.223.182	jwoh	OK	
5	2014-07-21 14:24:30	110.14.220.240	jwoh	OK	
6	2014-07-21 14:15:53	110.14.220.41	jwoh	OK	
7	2014-07-21 13:54:24	110.14.220.240	jwoh	OK	
8	2014-07-21 13:45:41	110.14.220.41	jwoh	OK	
9	2014-07-21 13:24:18	110.14.220.240	jwoh	OK	
10	2014-07-21 13:15:36	110.14.220.41	jwoh	OK	
11	2014-07-21 12:54:09	110.14.220.240	jwoh	OK	
12	2014-07-21 12:45:31	110.14.220.41	jwoh	OK	
13	2014-07-21 12:15:26	110.14.220.41	jwoh	OK	
14	2014-07-21 11:45:20	110.14.220.41	jwoh	OK	
15	2014-07-21 11:29:13	110.14.220.240	jwoh	OK	
16	2014-07-21 11:29:13	110.14.220.240	jwoh	OK	
17	2014-07-21 11:23:18	110.14.220.240	jwoh	OK	
18	2014-07-21 11:23:18	110.14.220.240	jwoh	OK	
19	2014-07-21 11:18:13	110.14.220.240	jwoh	OK	
20	2014-07-21 11:18:13	110.14.220.240	jwoh	OK	

File Views

The List View

The list view is the standard view, showing a list of file and folder names along with the files' size, type, and date of creation.

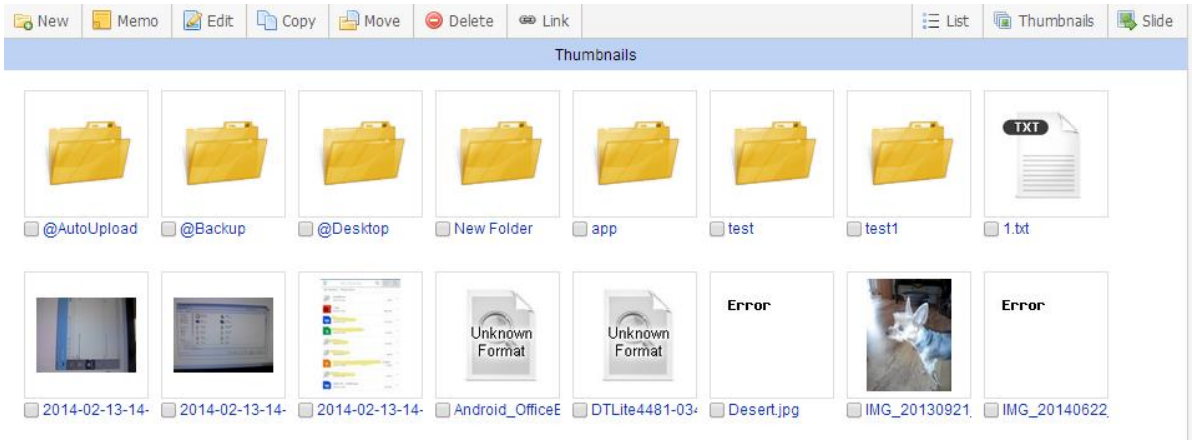
To open a folder in the view, double-click the folder.



List View

The Thumbnail View

The thumbnail view shows small versions of image files (JPEG, GIF, PNG, and BMP files) to make it easier to find and select images.



Thumbnail View

The Slideshow View

The slideshow view lets you view large versions of image files one at a time in succession.

Viewing Disk Space

To view the remaining disk space

You can view how much space you have left in your online storage by looking at the green menu bar that runs across the main OfficeBox screen. It shows the amount of space used, the total amount of space available, and the percent used.

Used Space / Total Space (Percent Used)

The disk space shown is based on the amount of data in My Folder and Guest Folders, not in Shared Folders.

Chapter 3 iOS

Getting Started

Logging In

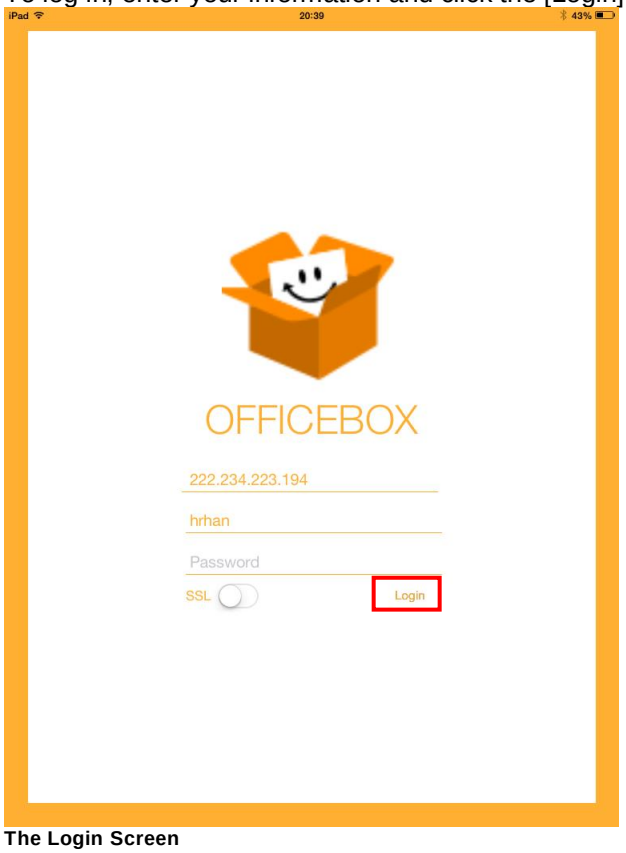
To access the login screen

You can download the OfficeBox application from the App Store.

The Application Icon

To log in

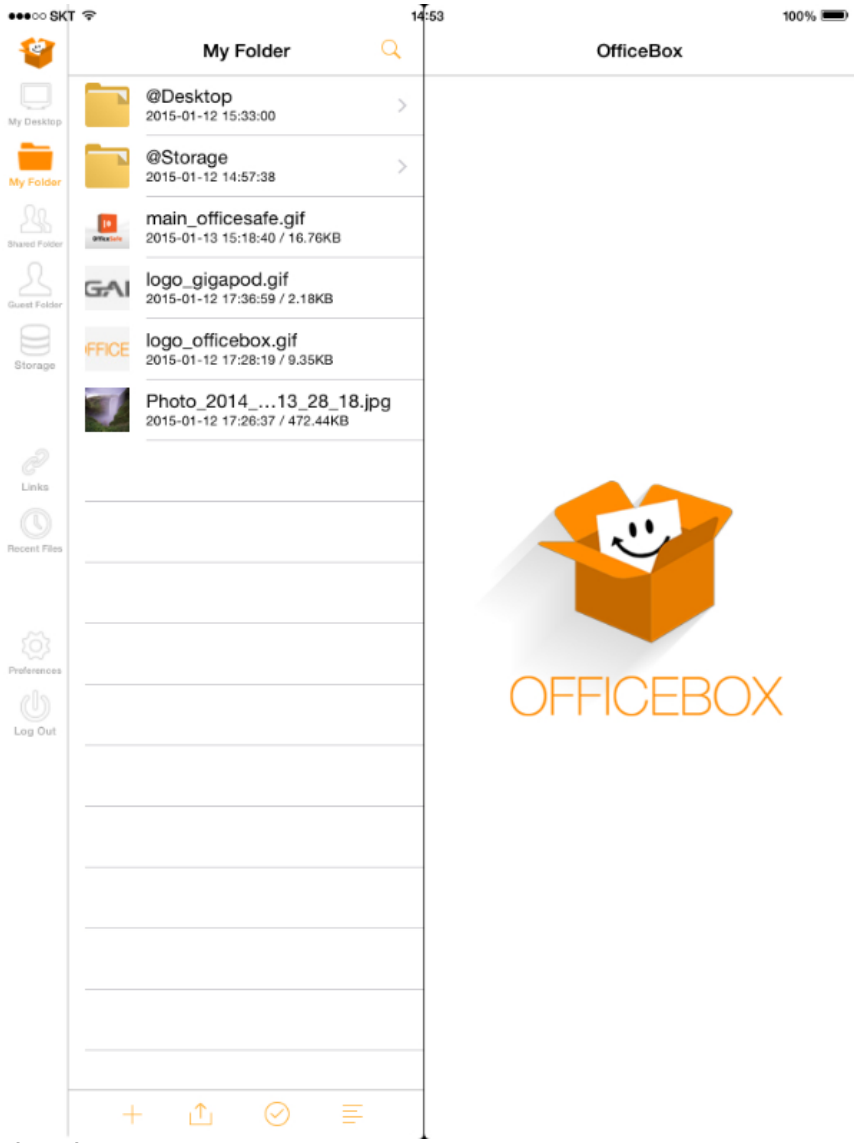
To log in, enter your information and click the [Login] button.



The Login Screen

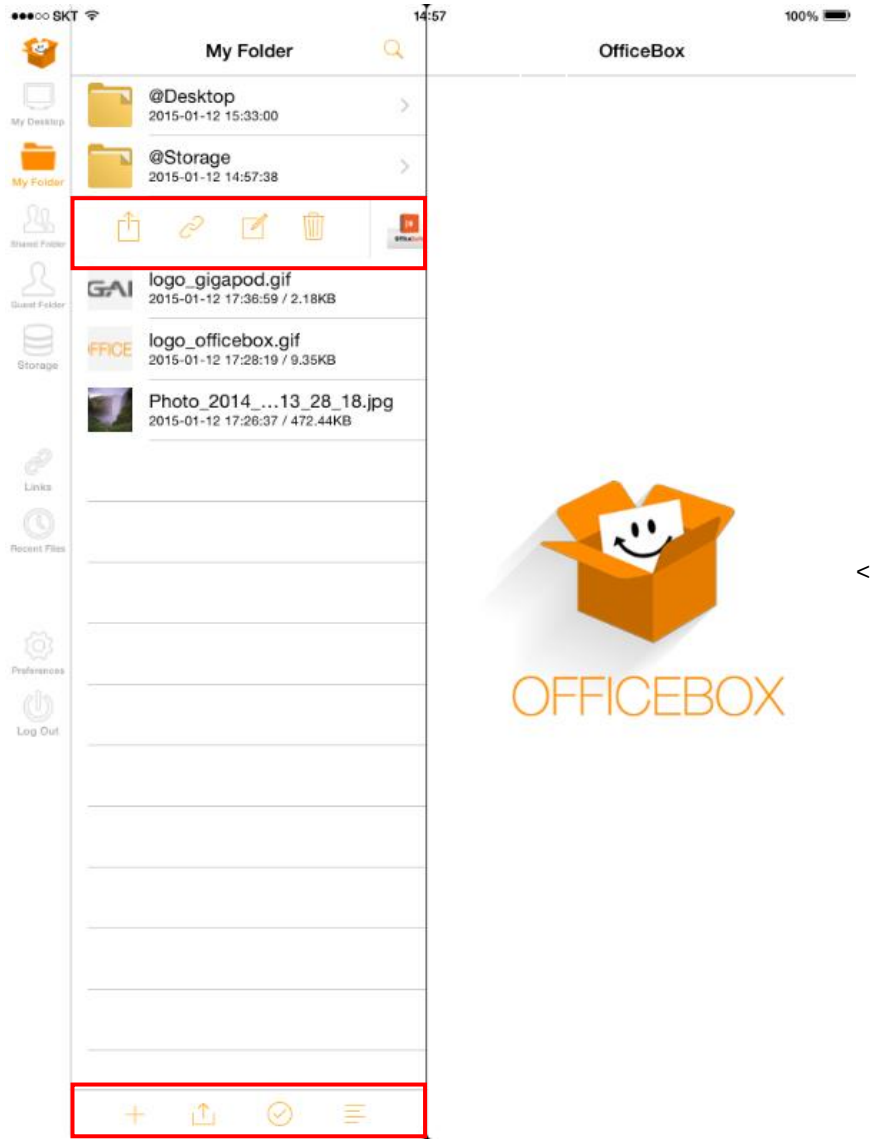
URL	Enter the server URL (ex.: global.officebox.biz).
ID	Enter your ID.(ex. jjtech)
PW	Enter your password.
SSL	Turn On/Off SSL (if SSL is connected to the server).

After you log in, you will be presented with the main screen.



The Main Screen

The User Interface



User Interface

The OfficeBox user interface consists of the following components, as marked above.

1. **Menu button:** Show Send/Create Link/Edit File Name/Delete when you slide to the right.
2. **Menu button:** New Folder/Upload/Select Multiple File/Select File Alignment Method

The Main Folders

My Desktop

My Desktop supports remote access to the PC which has installed OfficeBox PC agent.

(If there is no PC running OfficeBox PC agent, there will be no list.)

My Folder

My Folder contains all your files that are not shared with other users.

Shared Folder

Shared Folders are folders for internal file sharing. Only authorized OfficeBox users can access Shared Folders.

Guest Folder

Guest Folders are folders you can create so other people can access files via your OfficeBox storage. You create the folder and assign an ID and password to it so guests can then log in and access the files. Guest Folder can be accessible from any browsers.

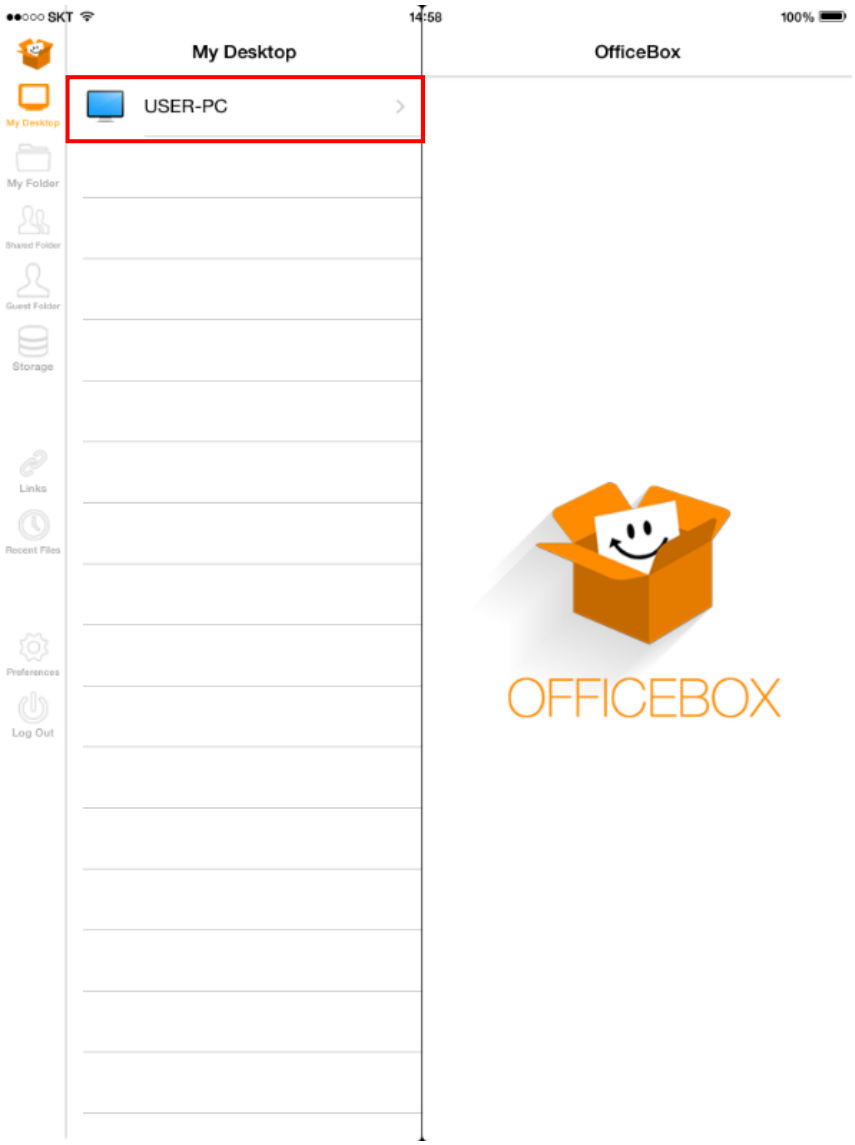
Storage

Storage is the external storages (FTP, SMB) registered by administrator to access. Only view and download is available.

My Desktop

Using Desktop

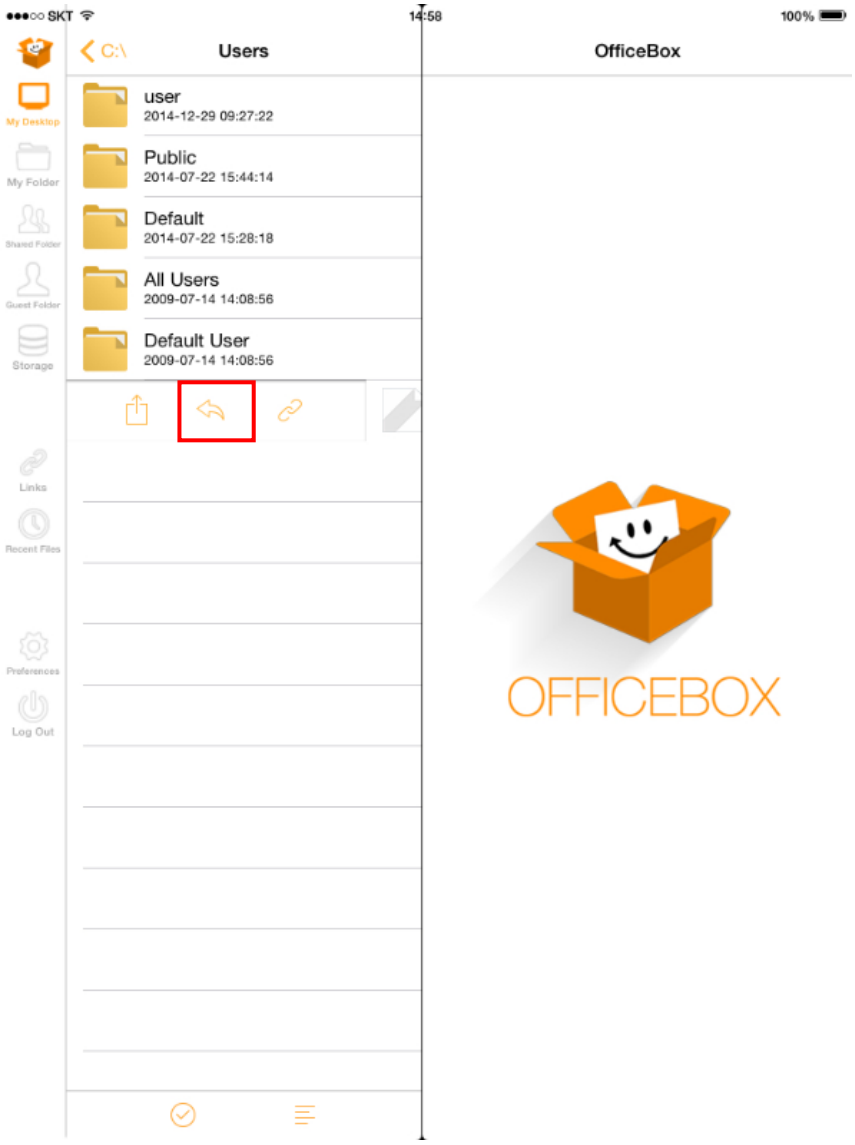
1. Click the [Desktop] button to view PC list connected with PC Agent.



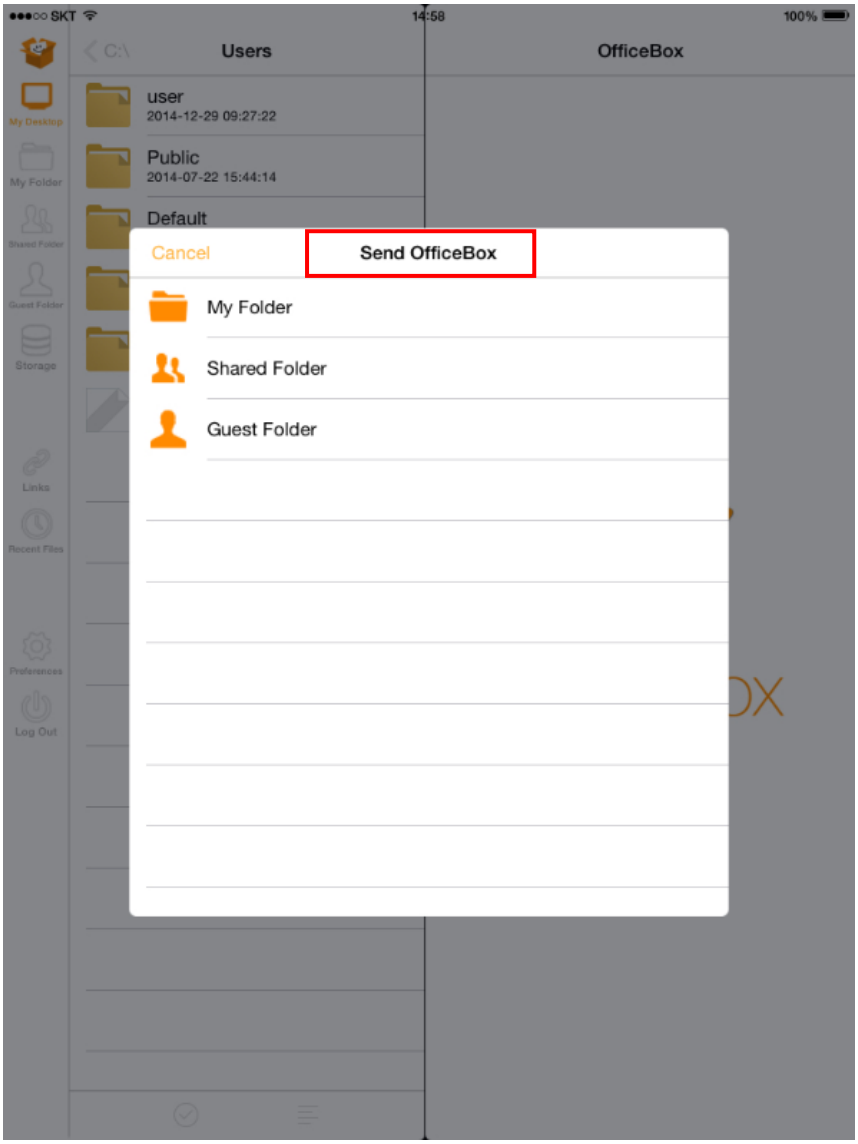
EDIT

Link/Send OfficeBox

1. Click the [Send] button.



2. Choose the file(s) / folder(s) to which you want to send to OfficeBox and then click [Send OfficeBox].



Create Link

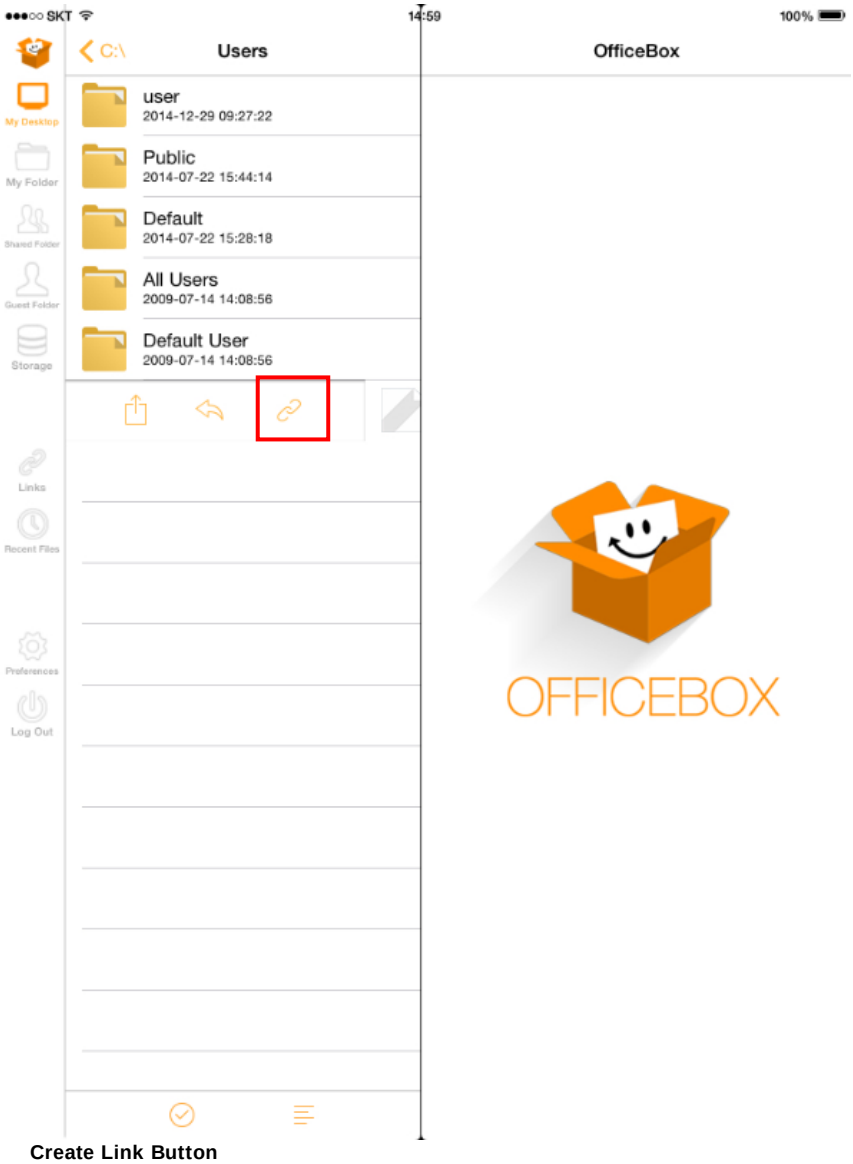
About File Links

File Link is the function that lets you share large-sized files or multiple files at once by creating a URL link for related file(s) or folders.

Below is the procedure for creating a file link. The link will appear in the File Link dialog box, and you can copy and paste it into an email or messenger to share with other people.

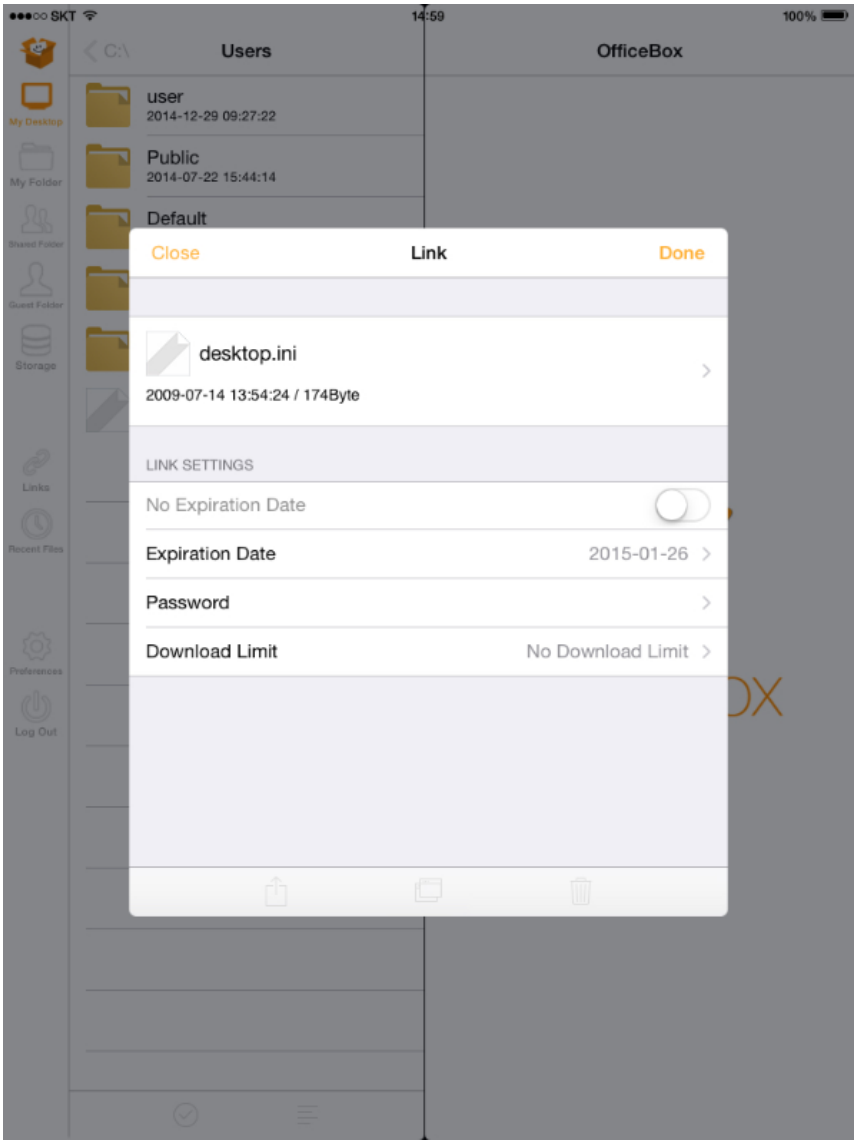
To create a File Link

1. Click the [Link] button.



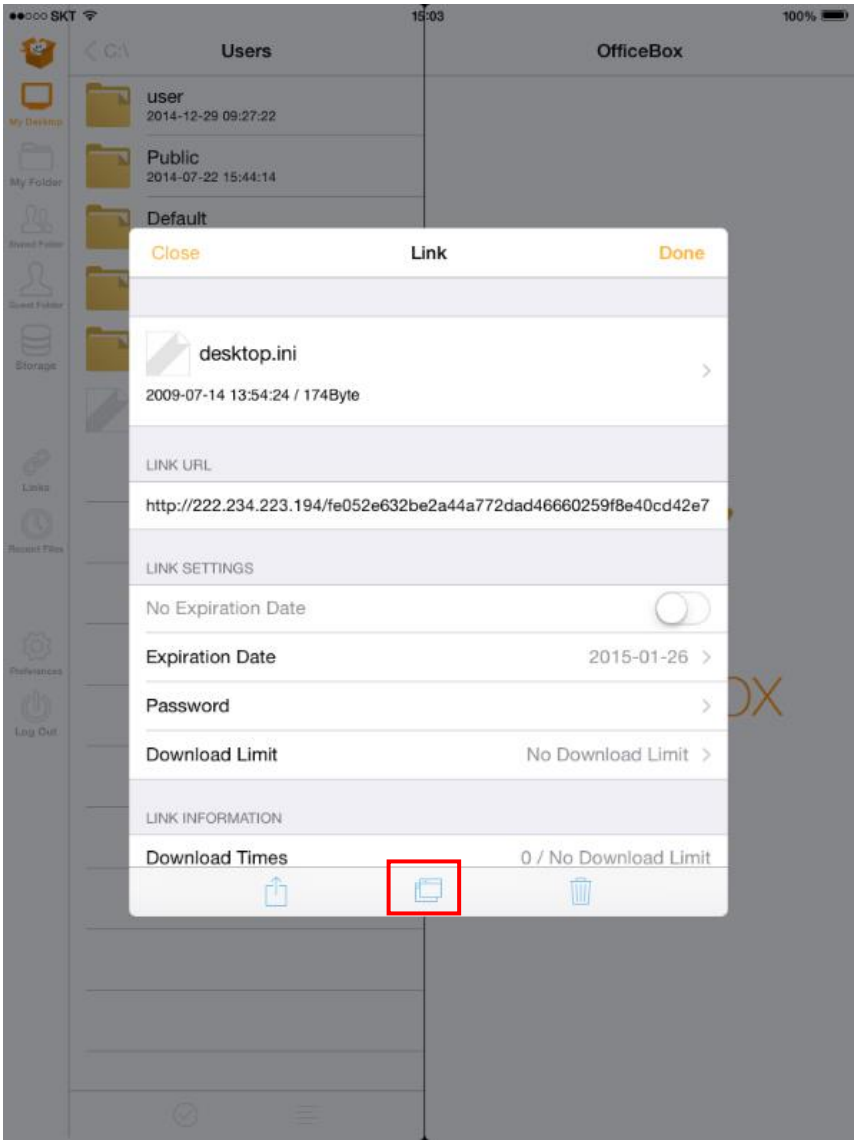
Create Link Button

2. Enter the expiration date, password, and download limit for the link, and then click [Done].



Expiration Date	Select an expiration date for the link, after which it will no longer be active. You can also check the [ON] button to make the link available for an unlimited period of time.
Password	The password required to download the file.
Download Limit	The number of times the file may be downloaded.

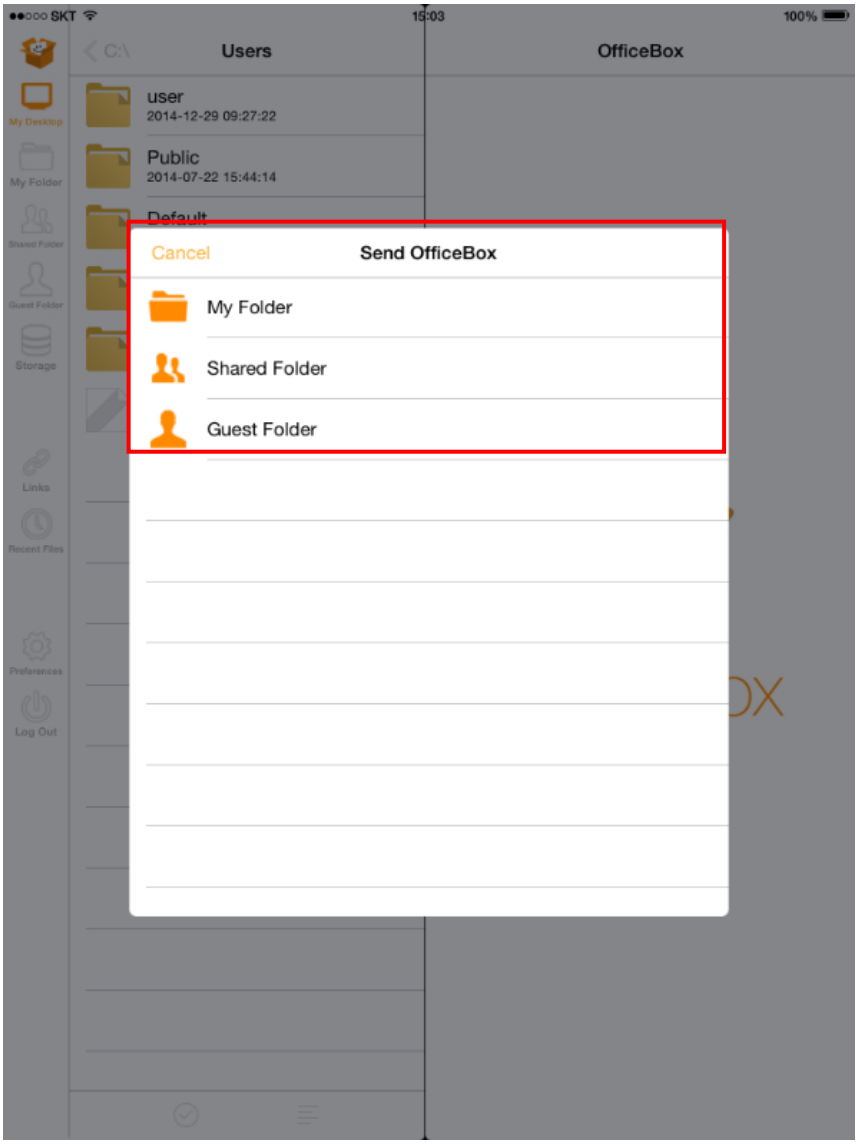
3. A URL address for downloading the file/folder will appear. Click on [Send Link] to send via email or on [Copy Link] to copy it to the clipboard.



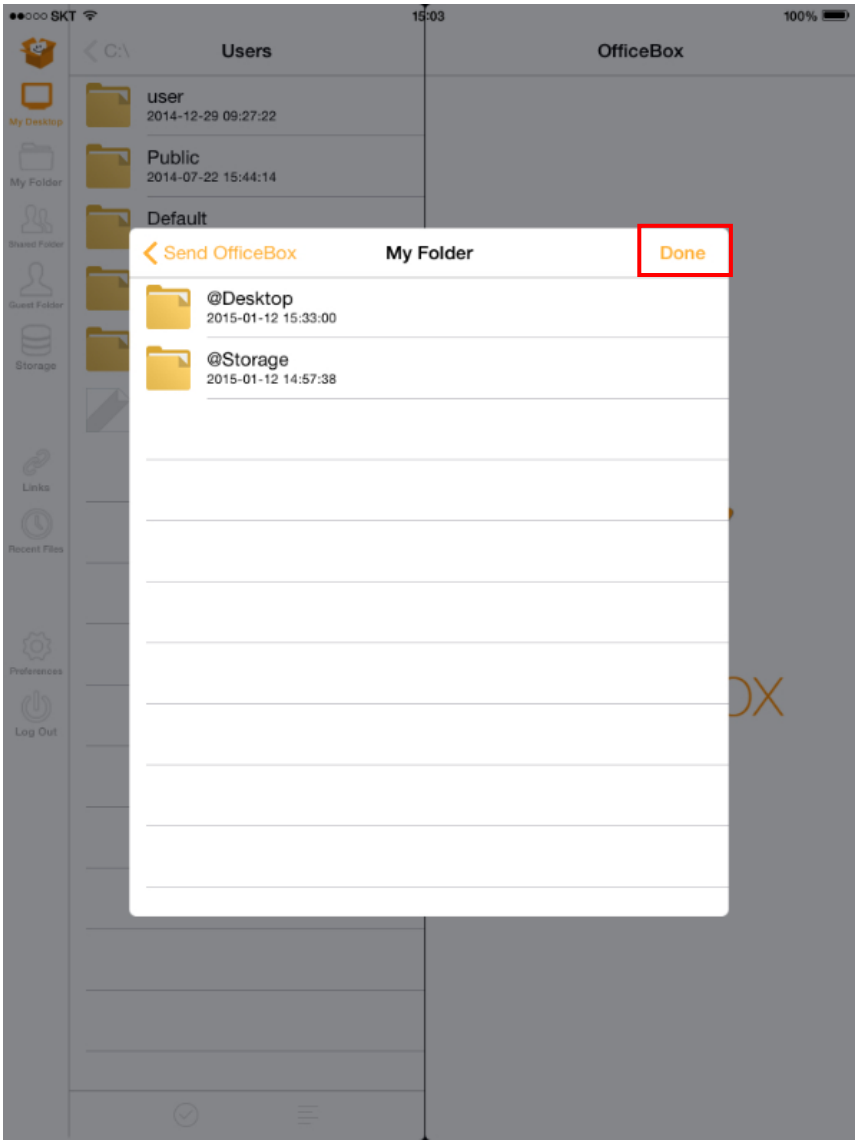
A File Link URL

Send OfficeBox

1. Choose the file(s) or folder(s) you wish to send to OfficeBox by clicking the checkboxes. Then, click [Send OfficeBox] button.



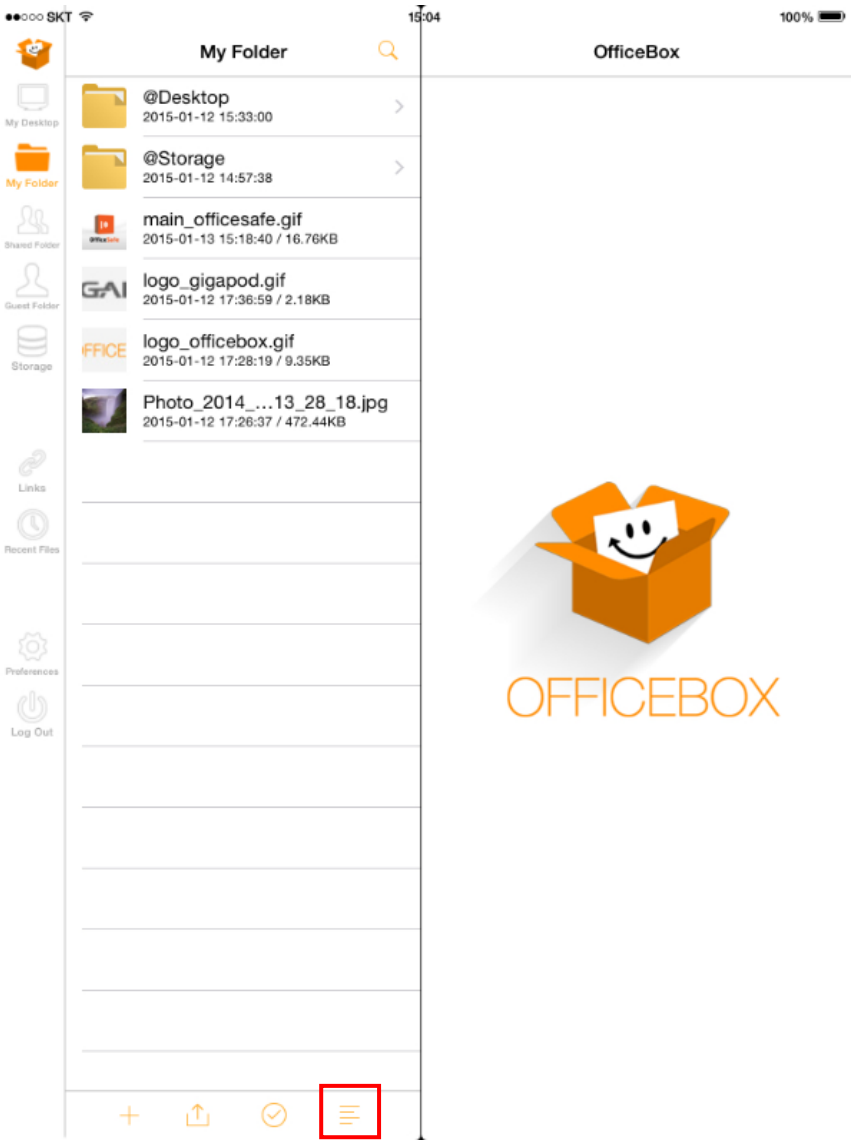
2. Choose a folder to send. Then, click [Done] button.



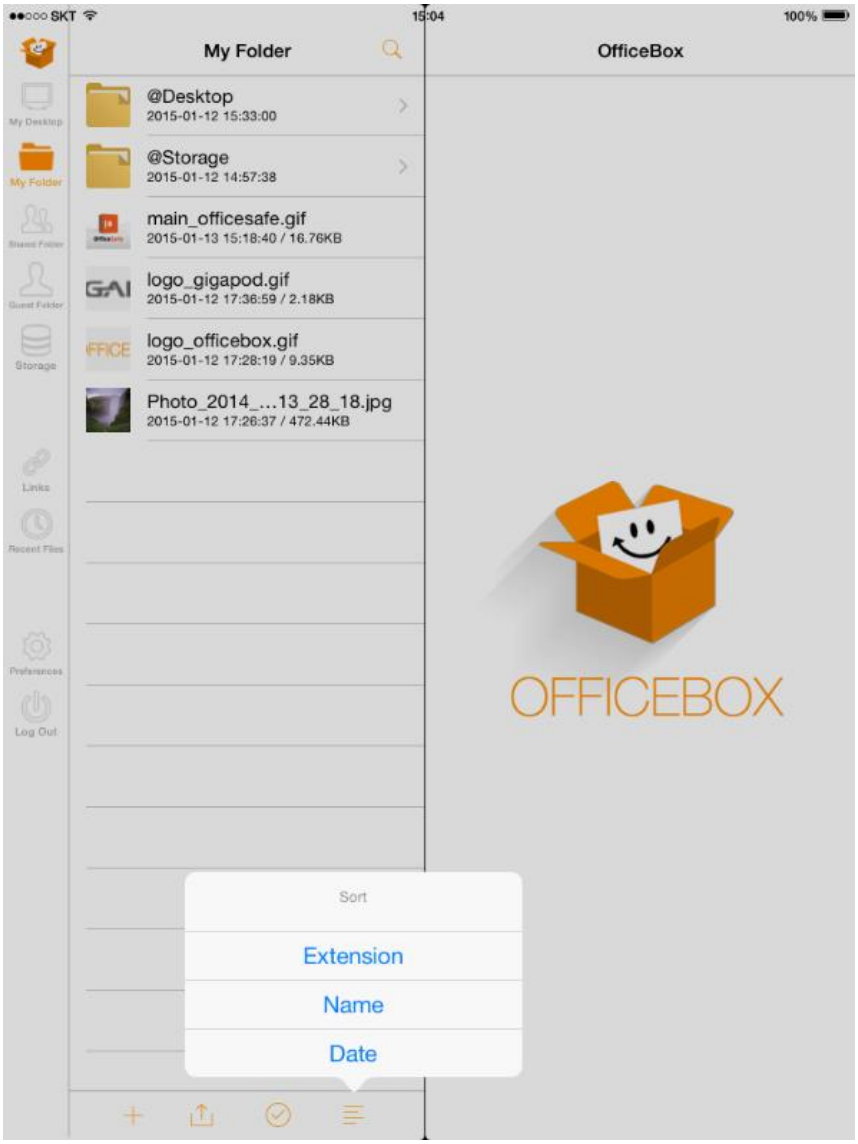
Sort

To sort a file or folder

1. You can sort files/folders by file type, file name, or date.



2. Click on one of them to sort the file/folder(s).

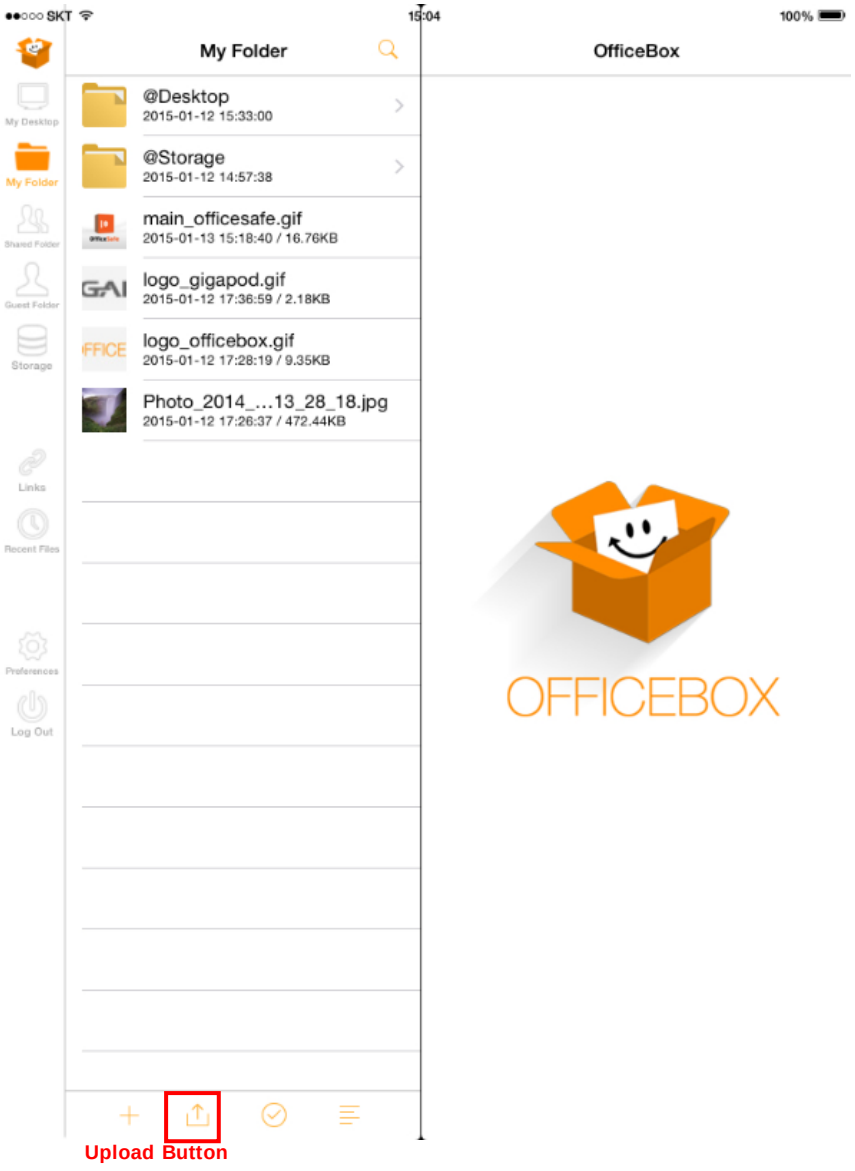


My Folder

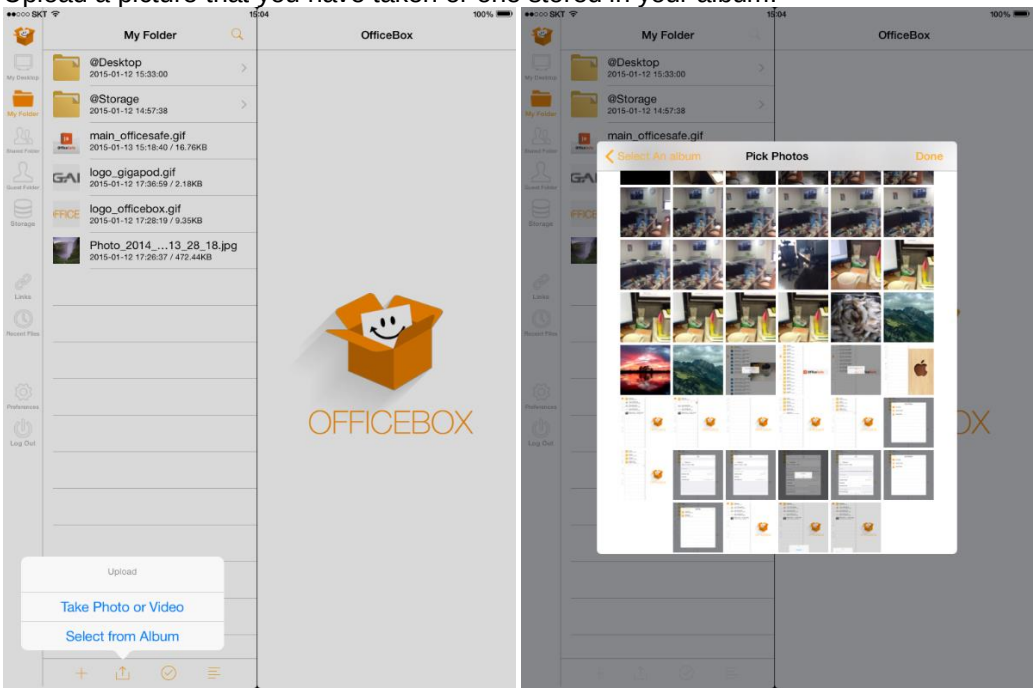
Upload

To upload a file

1. Click the [Upload] button.



2. Upload a picture that you have taken or one stored in your album.



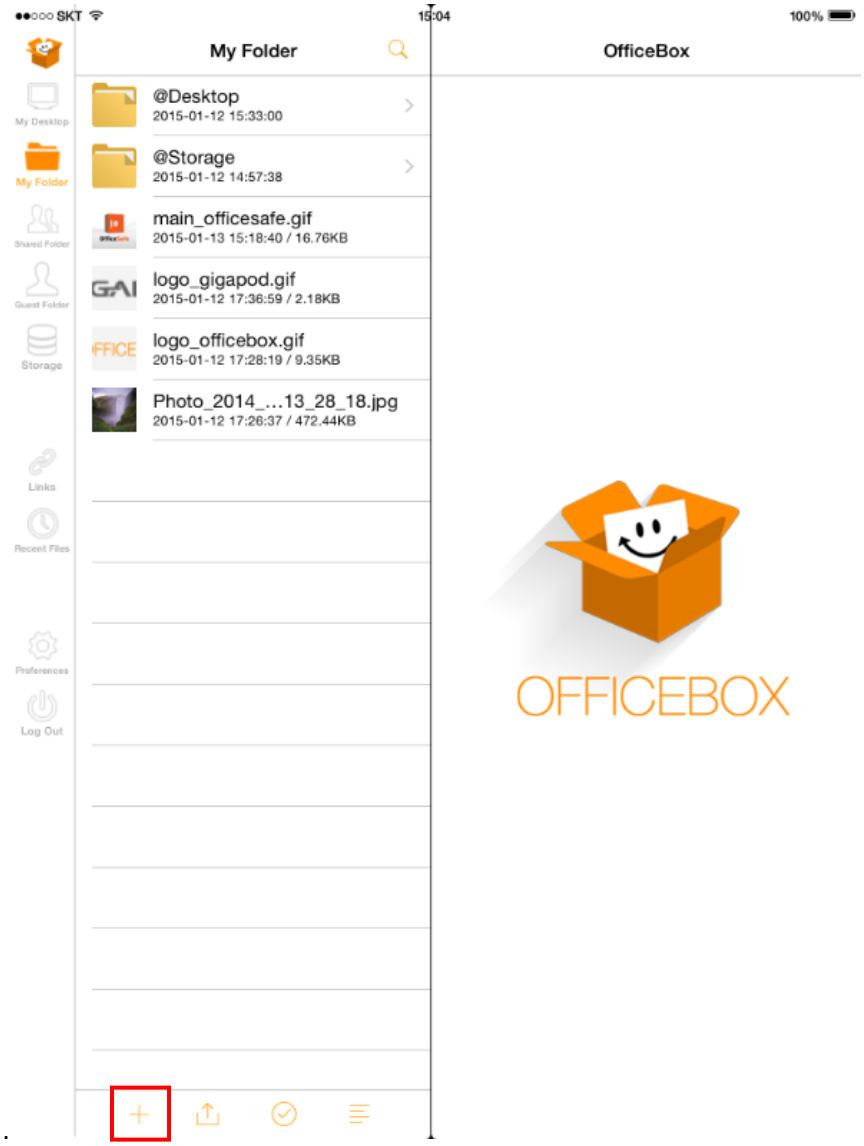
Pick Photos

> **Caution**
> If you upload a file with the same name as an existing file, the existing file will be overwritten.

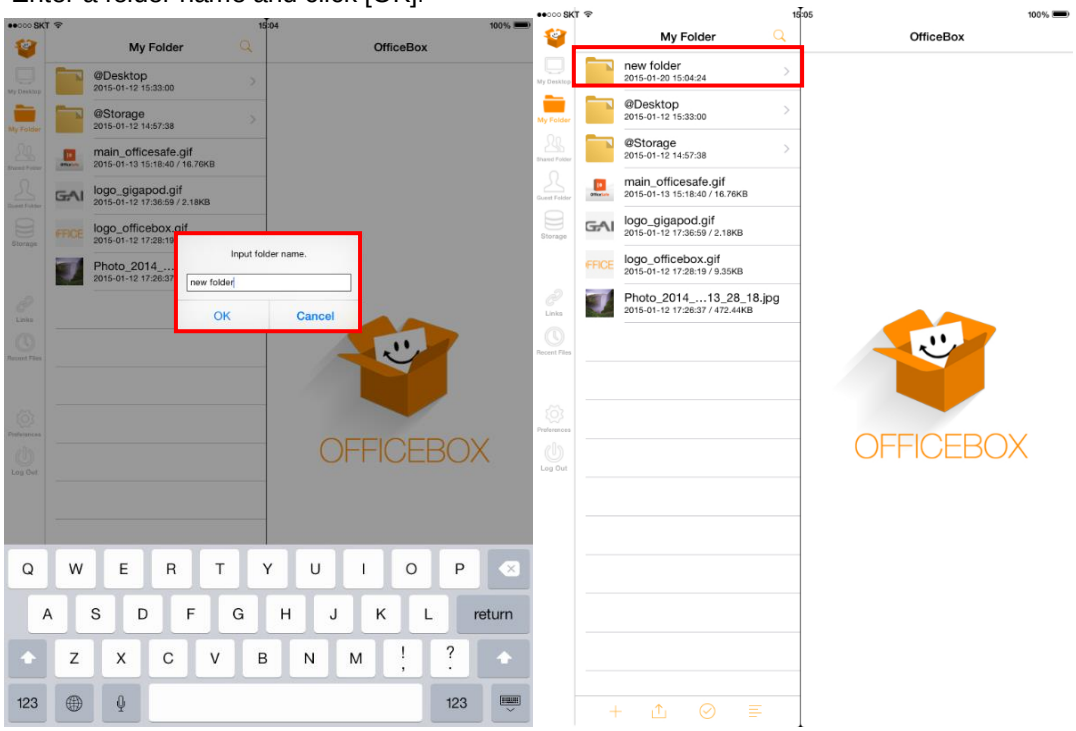
Create a New Folder

To create a new folder

1. Click the [New] Folder button.



2. Enter a folder name and click [OK].

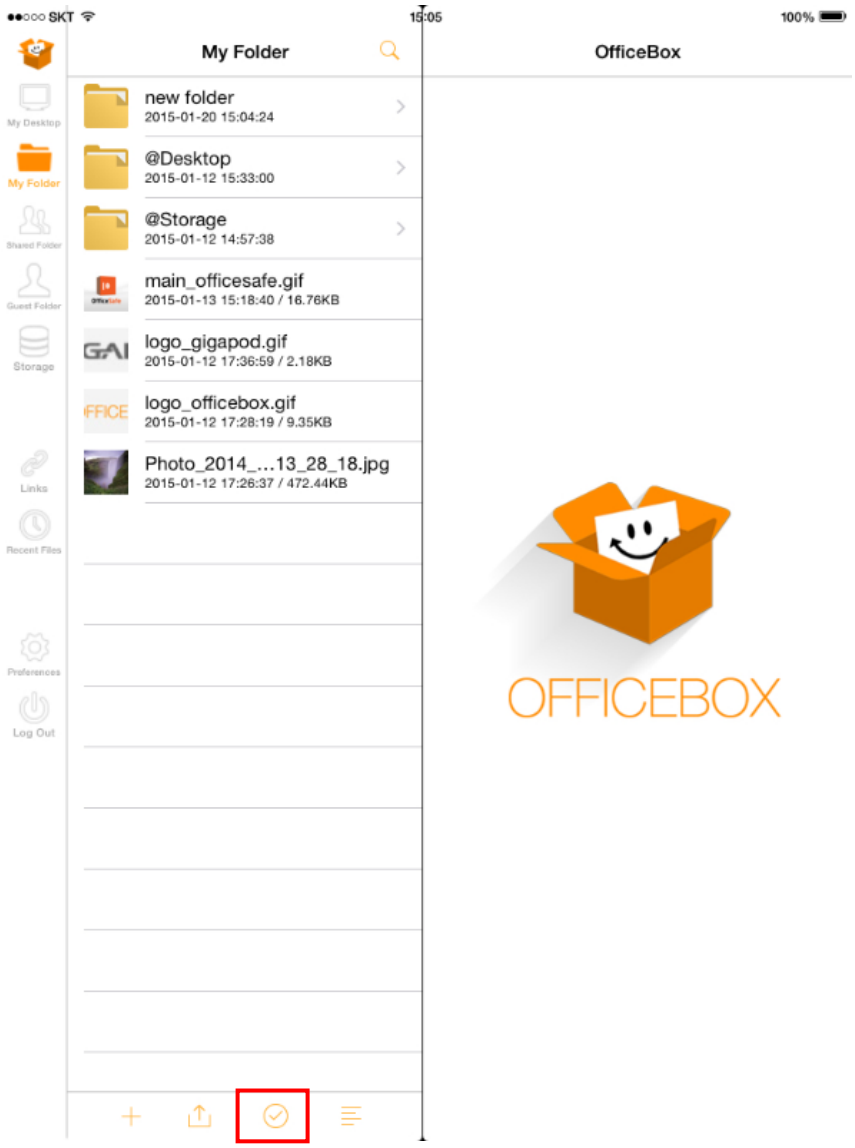


Enter Folder Name

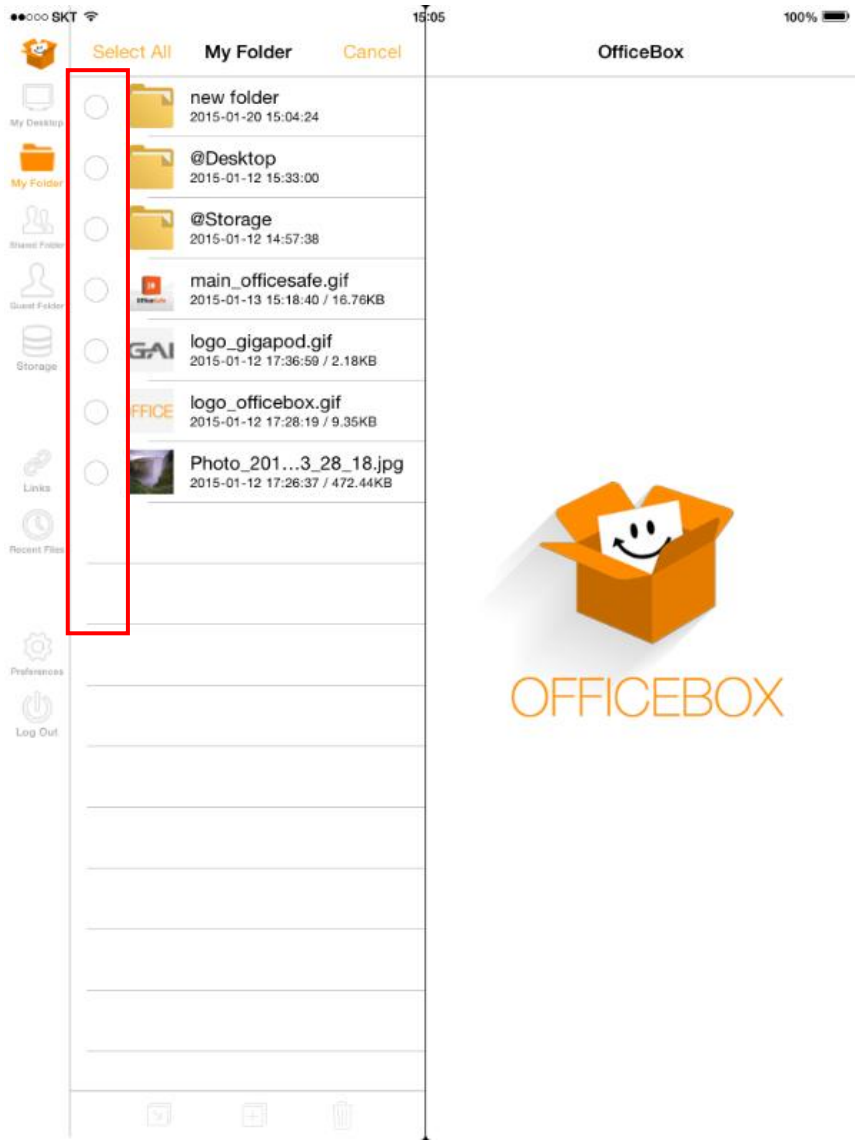
Select Multiple Files to Move/Copy/Delete _ EDIT

Move/Copy/Delete

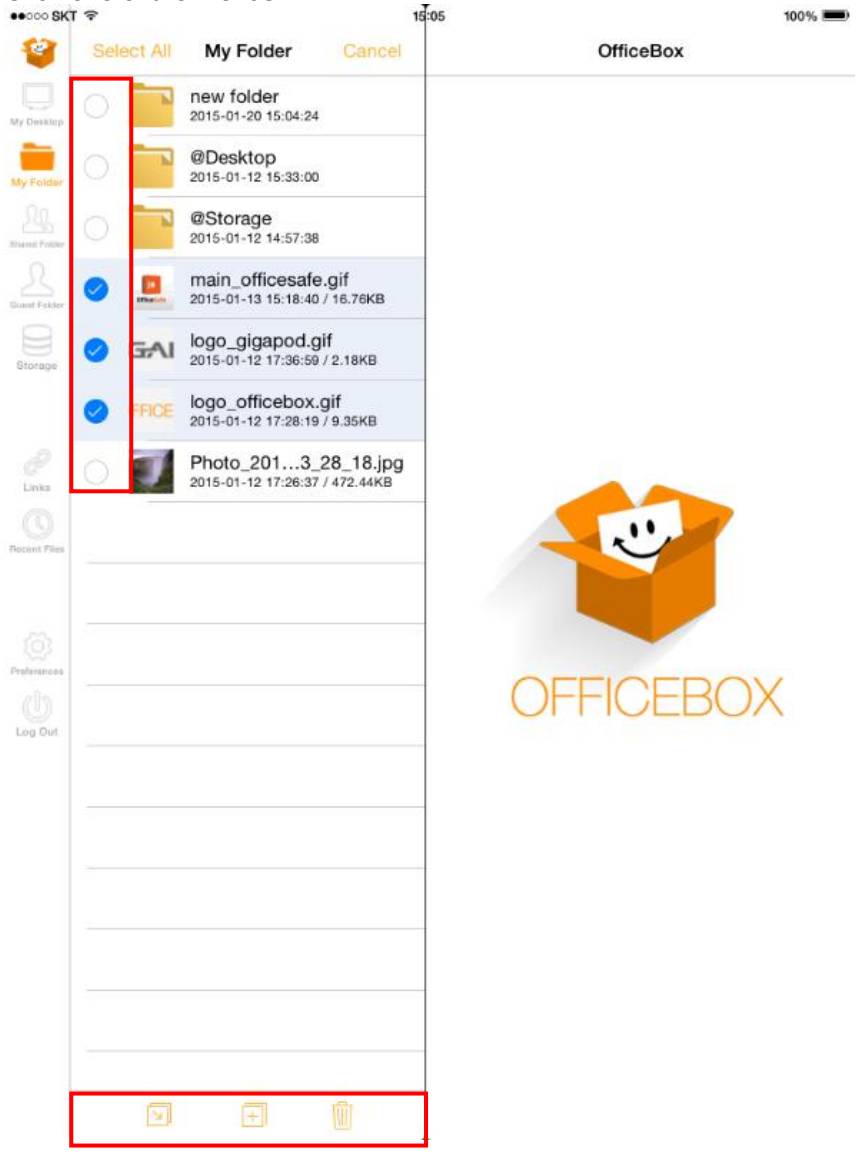
1. Click the Multiple Select button.


SKT
15:05
100%
My Folder
OfficeBox
My Desktop
My Folder
Shared Folder
Guest Folder
Storage
Links
Recent Files
Preferences
Log Out
new folder
2015-01-20 15:04:24
@Desktop
2015-01-12 15:33:00
@Storage
2015-01-12 14:57:38
main_officesafe.gif
2015-01-13 15:18:40 / 16.76KB
logo_gigapod.gif
2015-01-12 17:36:59 / 2.18KB
logo_officebox.gif
2015-01-12 17:28:19 / 9.35KB
Photo_2014_...13_28_18.jpg
2015-01-12 17:26:37 / 472.44KB
OFFICEBOX

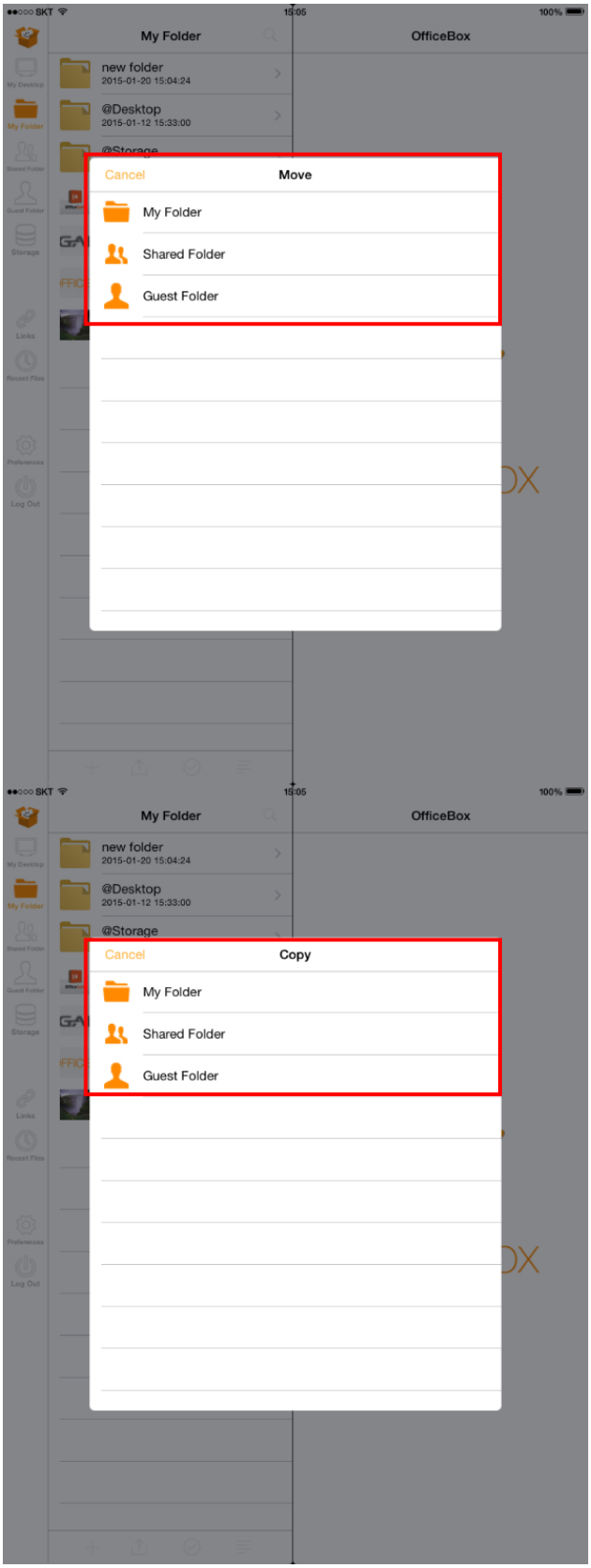
Select the file(s) or folder(s) you want to move / copy/ delete by clicking in the checkboxes.



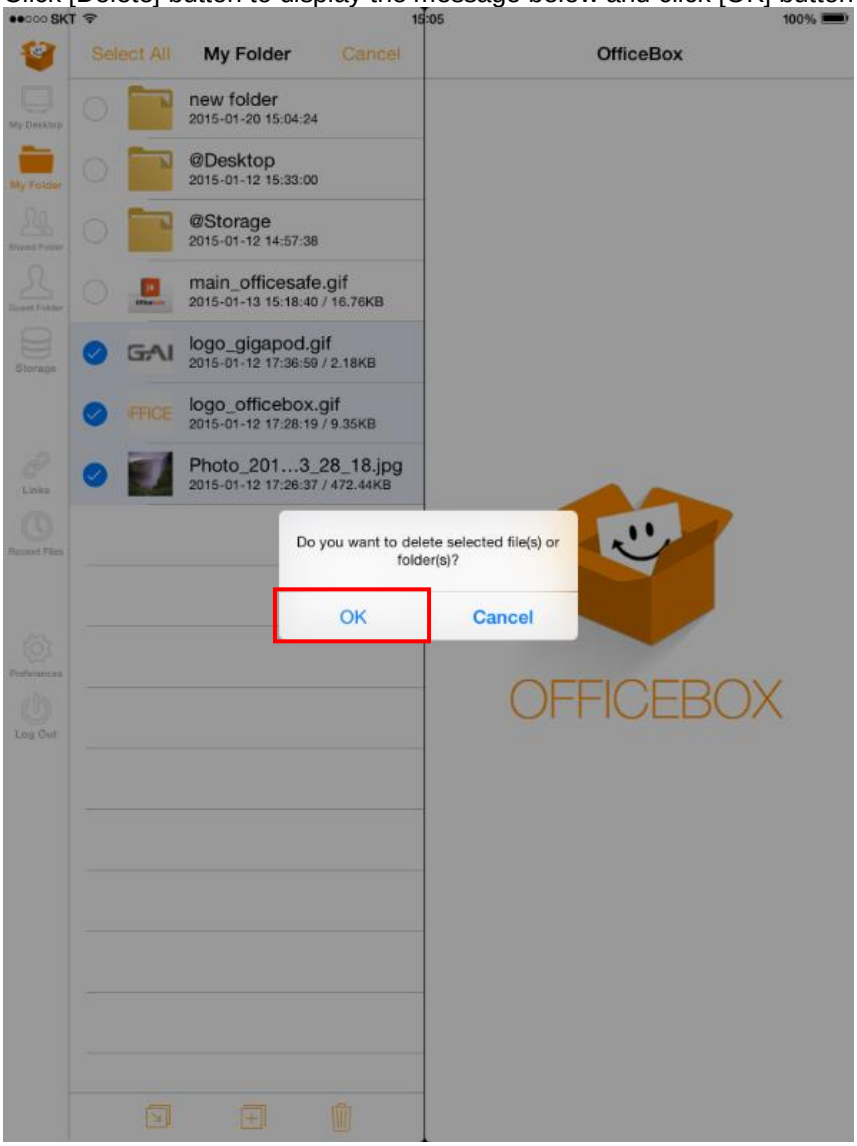
2. Click one of the menus.



3. Selected files can be copy or move to My Folder / Shared Folder / Guest Folder.



4. Click [Delete] button to display the message below and click [OK] button to delete.



Create a Link

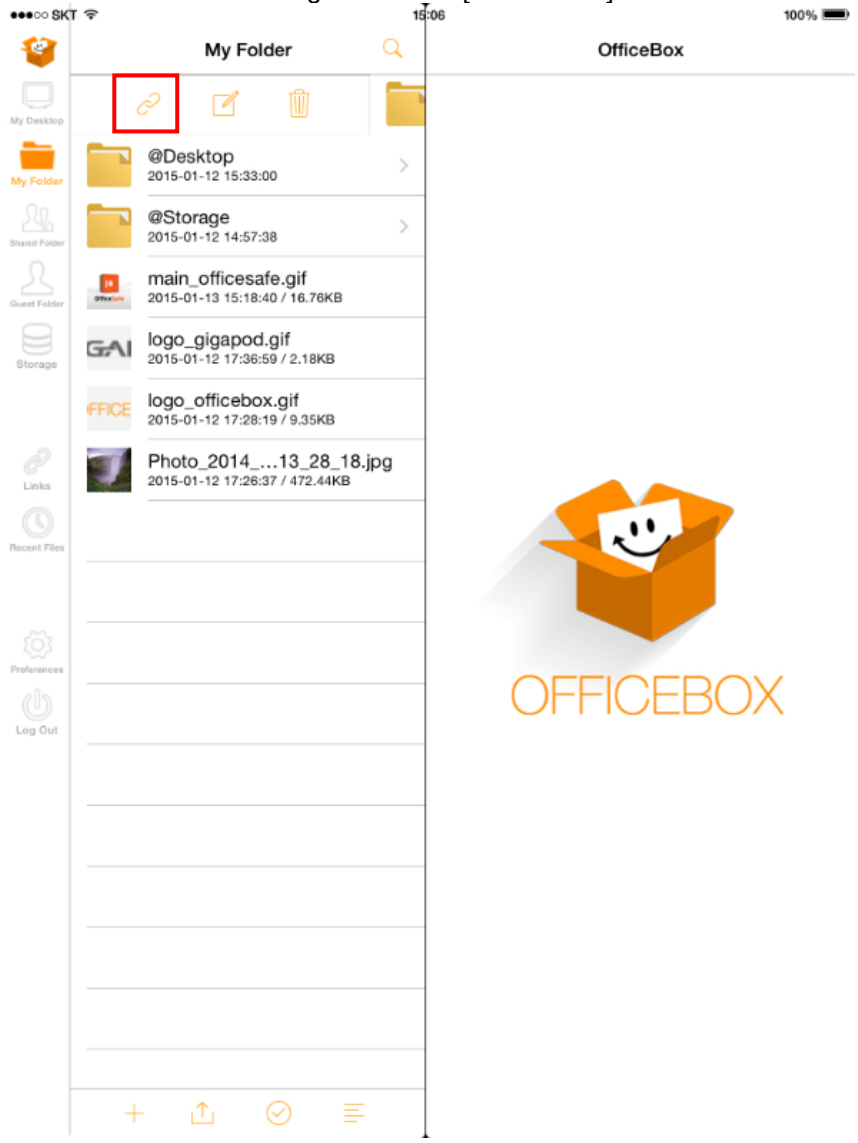
About File Links

File Link is the function that lets you share large-sized files or multiple files at once by creating a URL link for related file(s) or a folder.

Below is the procedure for creating a file link. The link will appear in the **File Link** dialog box, and you can copy and paste it into an email or messenger to share with other people.

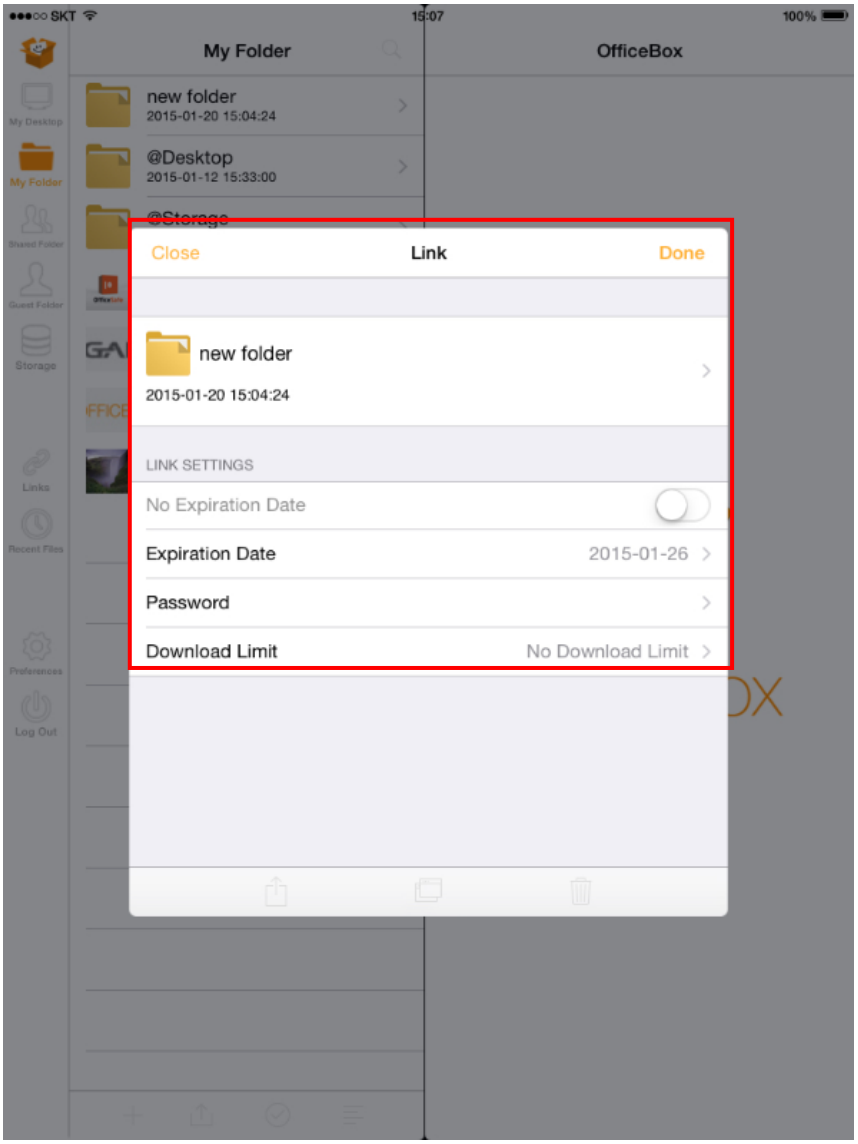
To create a File Link

1. Slide the file or folder to right and click [Create Link] button to share.



Create Link Button

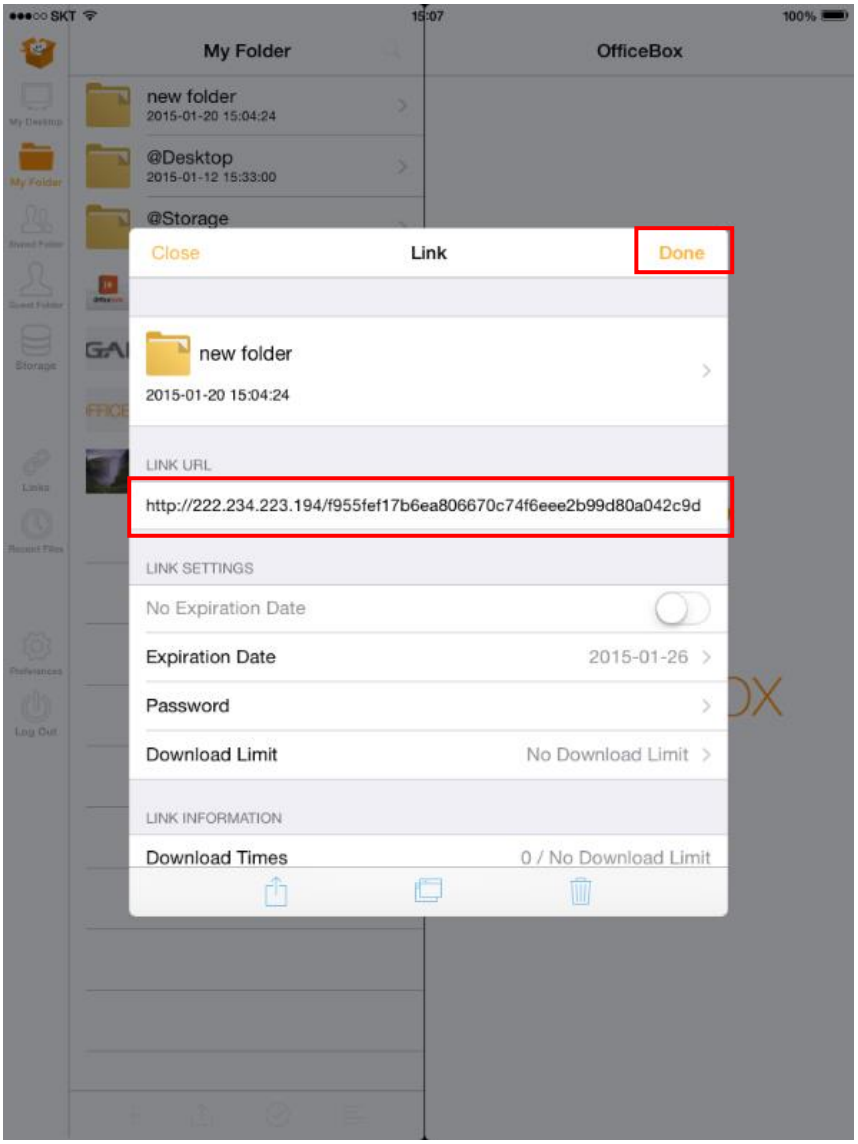
2. Link Settings page will pop-up.



3. Enter the expiration date, password, and download limit, and then click [Done].

Expiration Date	Select an expiration date for the link, after which it will no longer be active. You can also check the **on** button to make the link available for an unlimited period of time.
Password	The password required to download the file.
Download Limit	The number of times the file may be downloaded.

4. URL to download file/folder will be created. You can share the link by copy link or send by email.

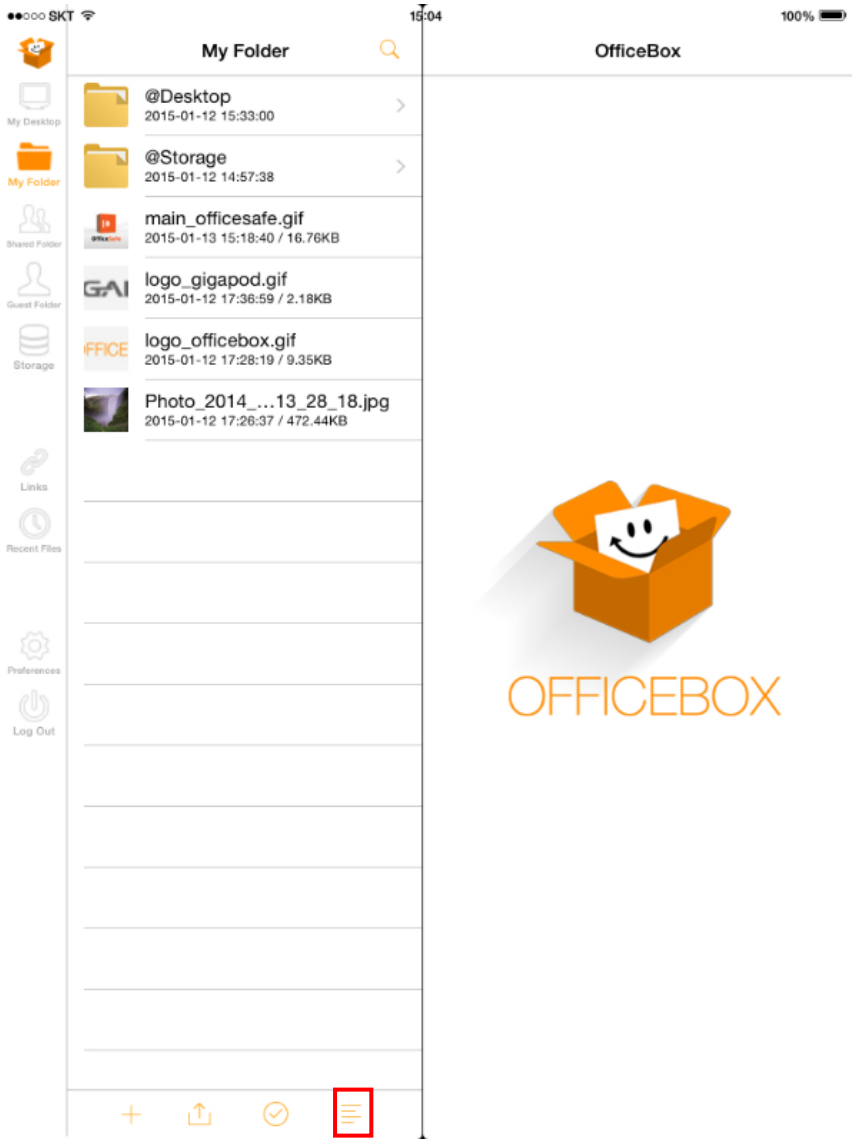


A File Link URL

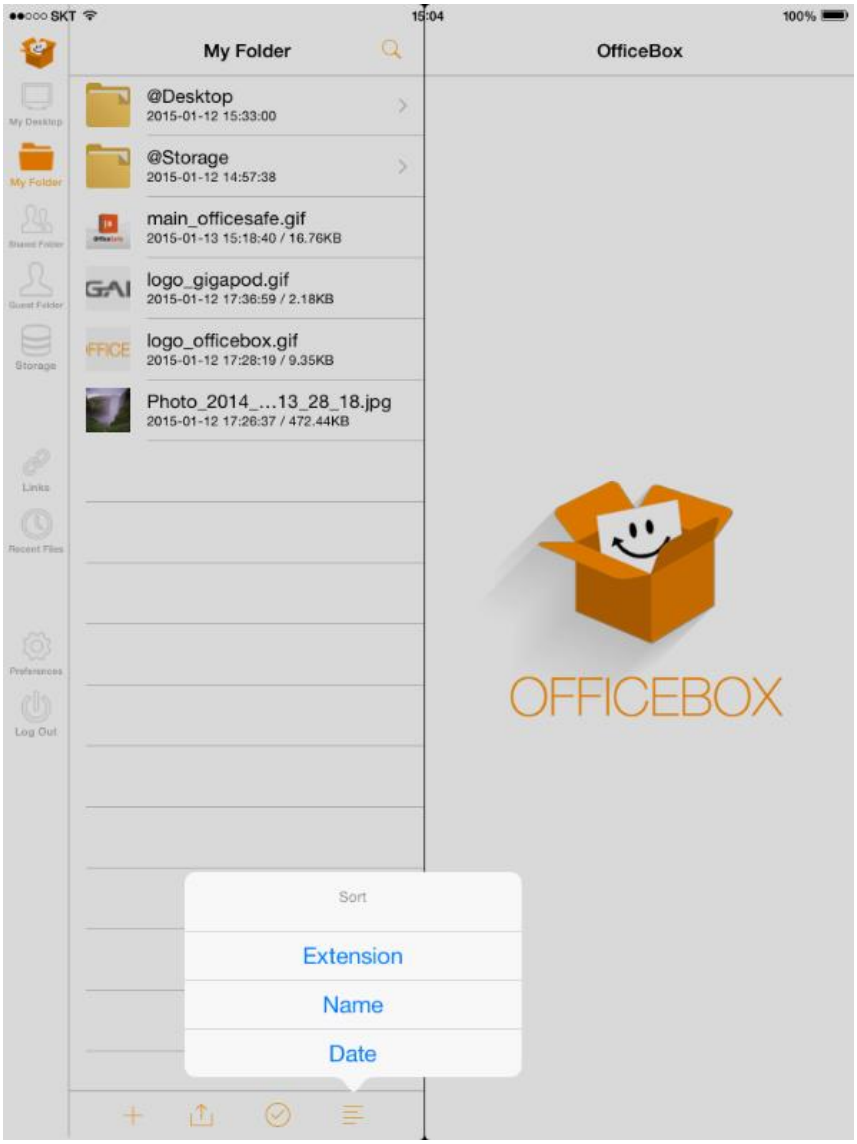
Sort

To sort a file or folder

1. You can sort files/folders by file type, name, or date.



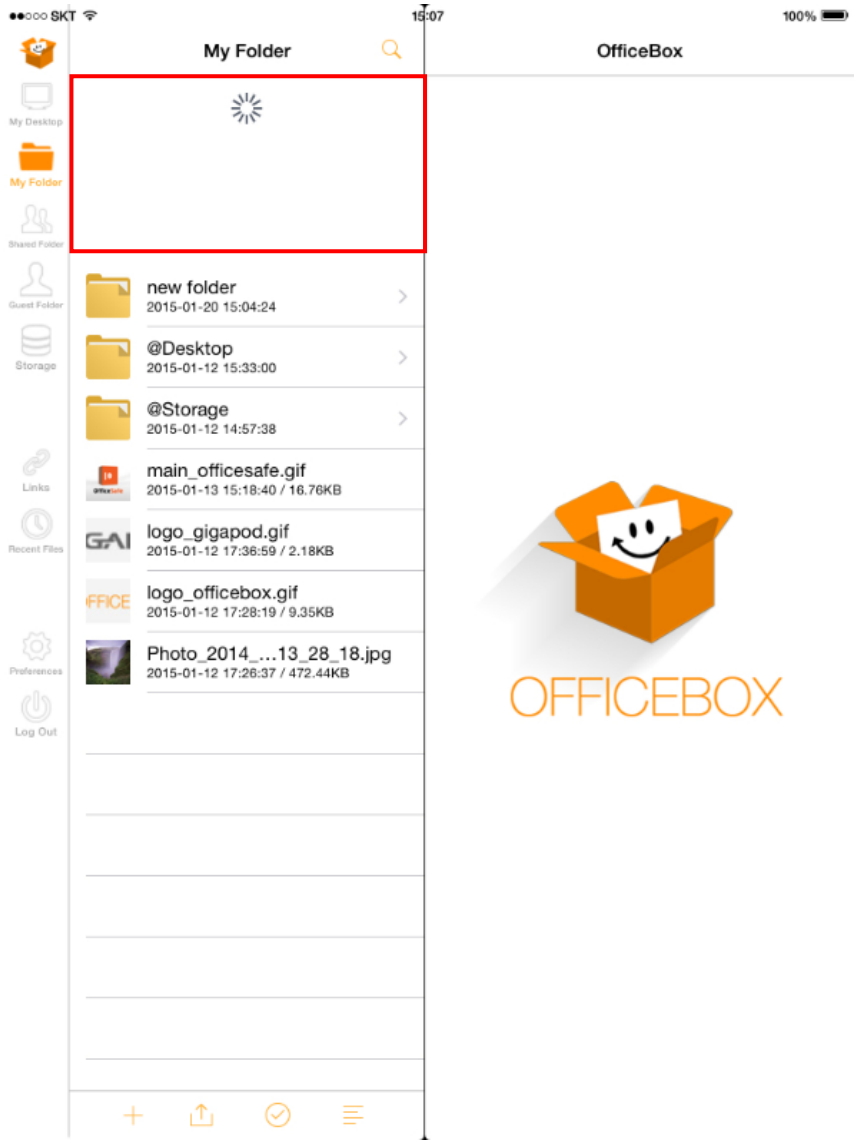
2. Click on File Type / Name / Date to sort file/folder(s).



Refresh

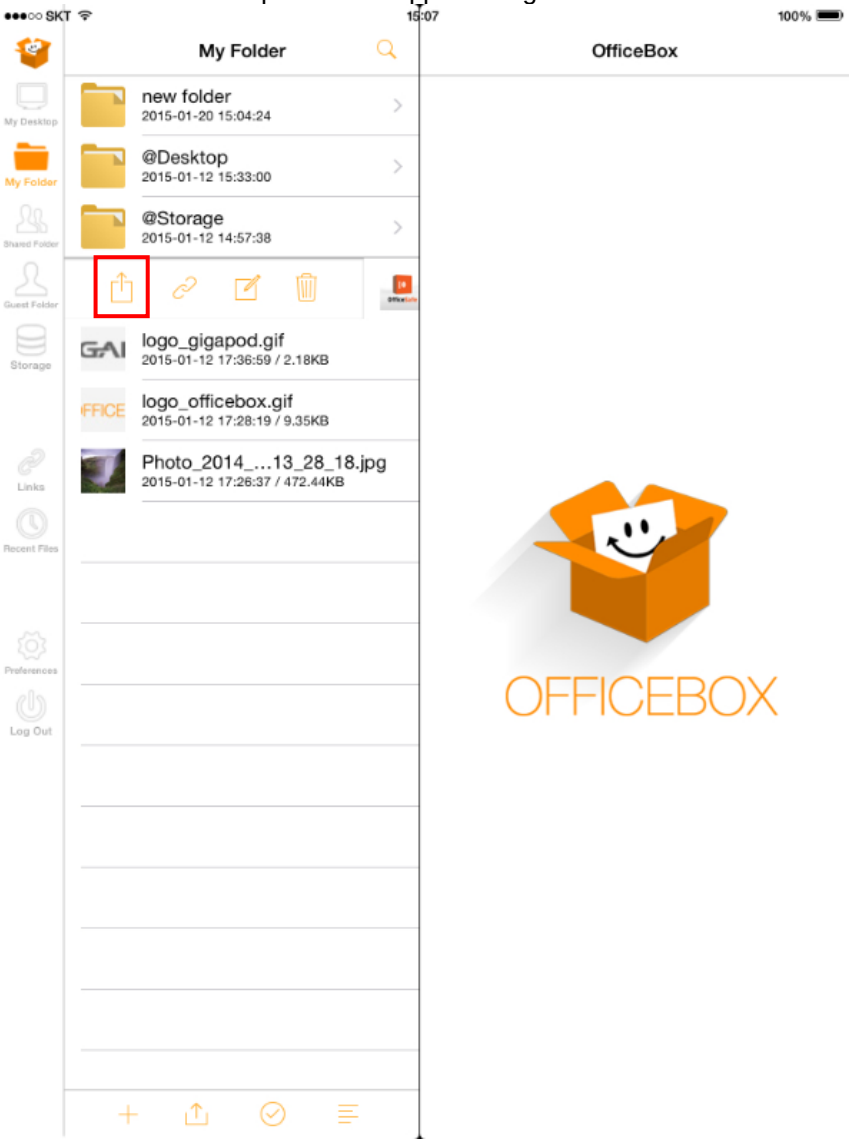
To refresh My Folder

1. Pull down the list.

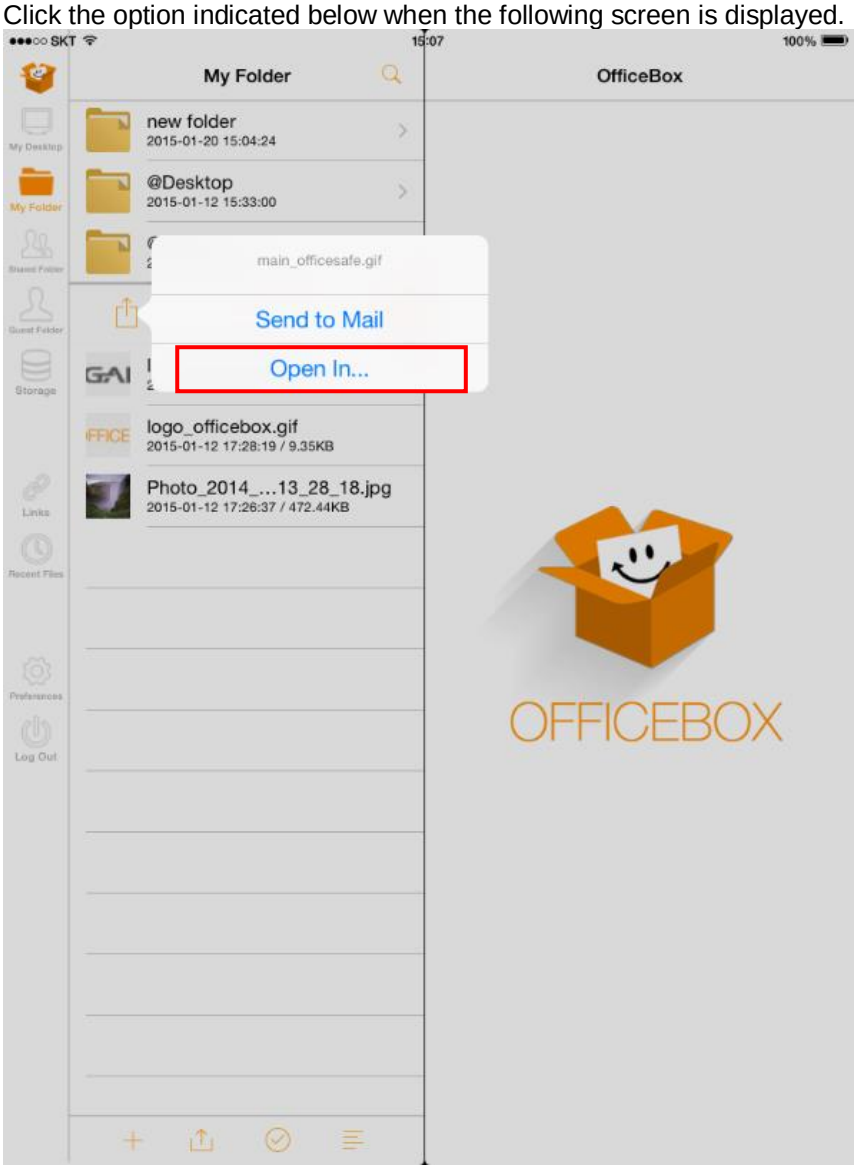


Open in other app

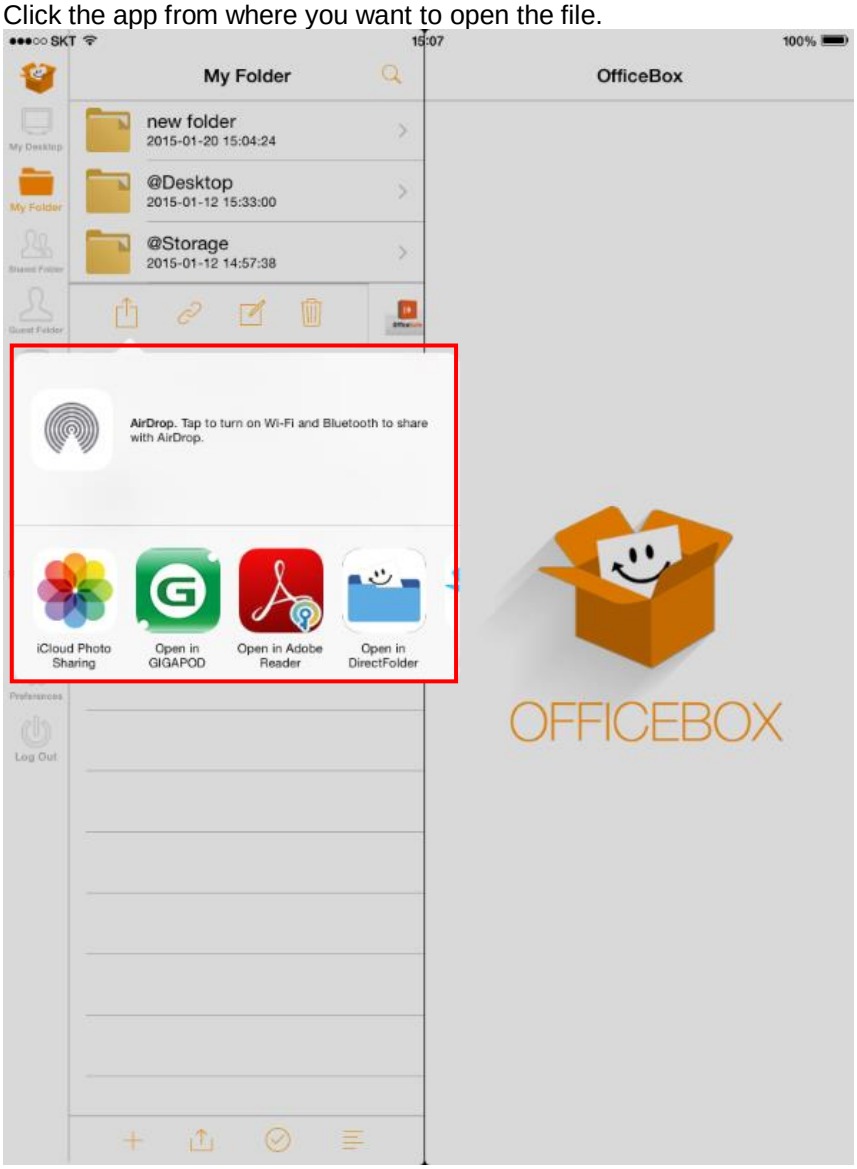
1. Slide the desired file to open in other app to the right and click the icon shown below.



2. Click the option indicated below when the following screen is displayed.



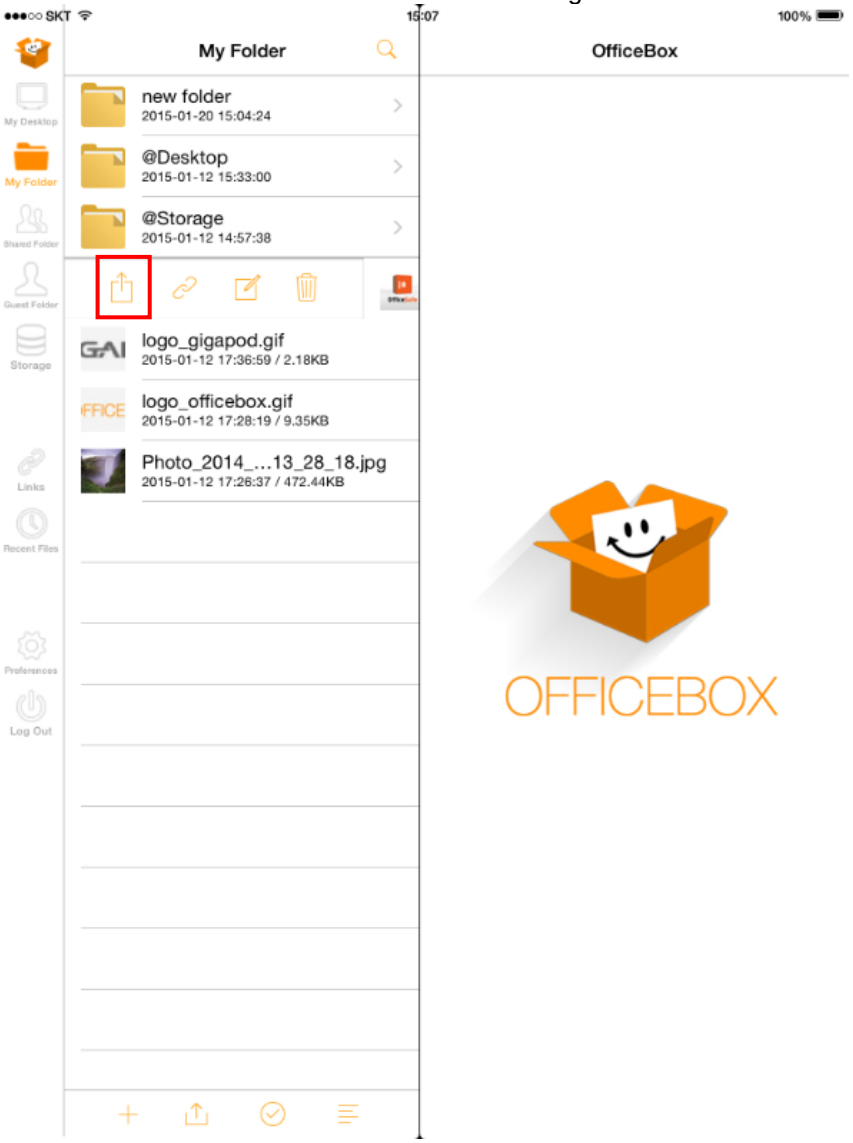
3. Click the app from where you want to open the file.



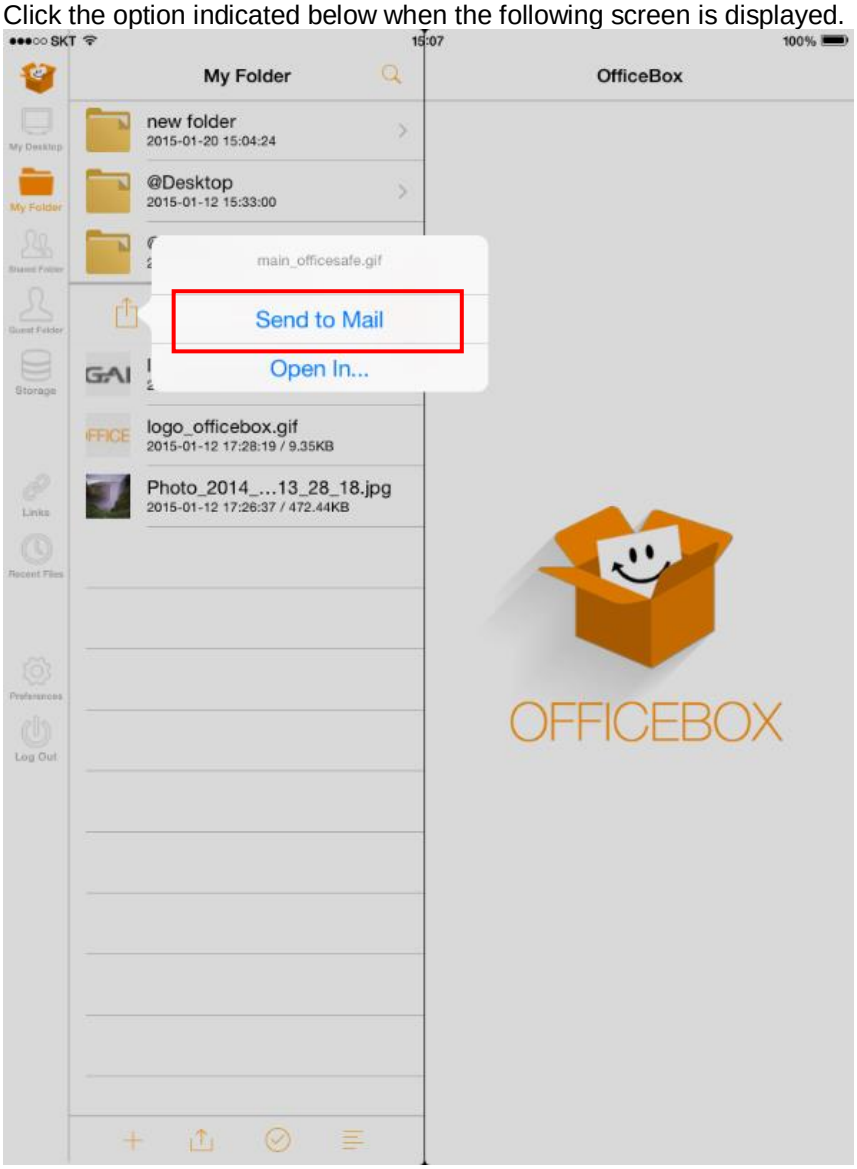
Send to Email

Send to Email

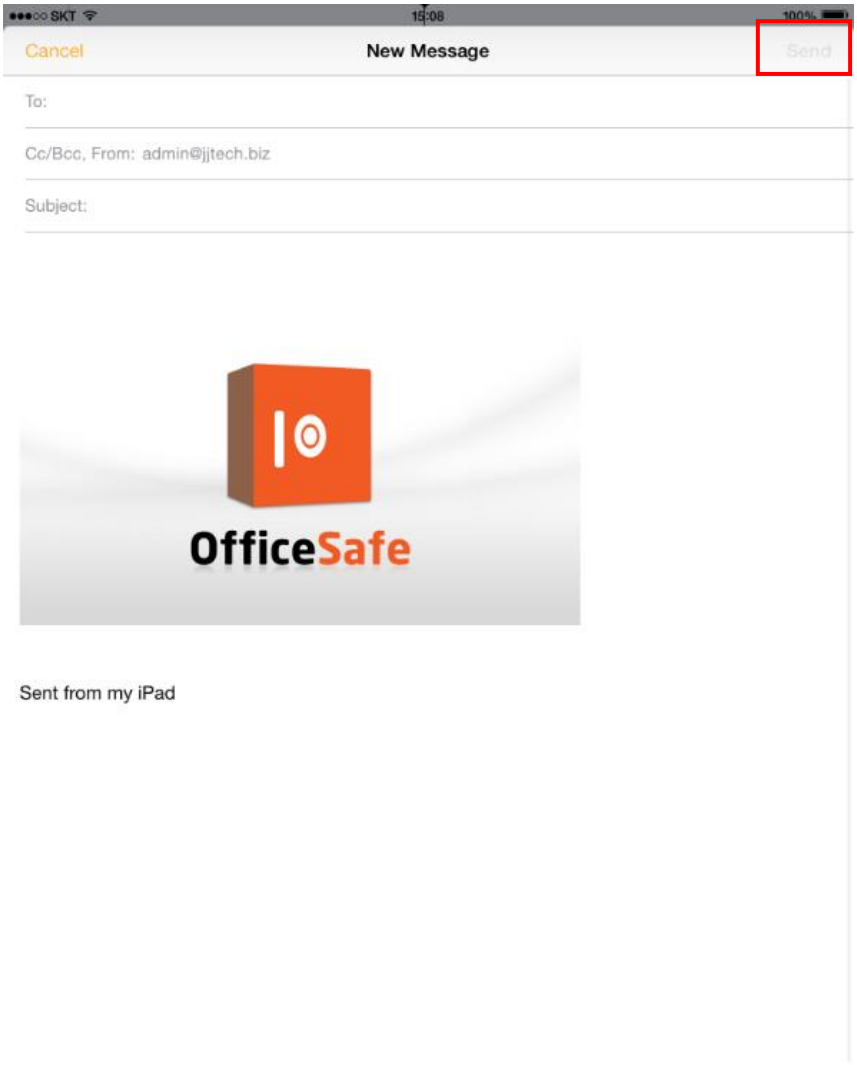
1. Slide the desired file to send to an email to the right and click the icon shown below.



2. Click the option indicated below when the following screen is displayed.



Enter the email address and click [Send].



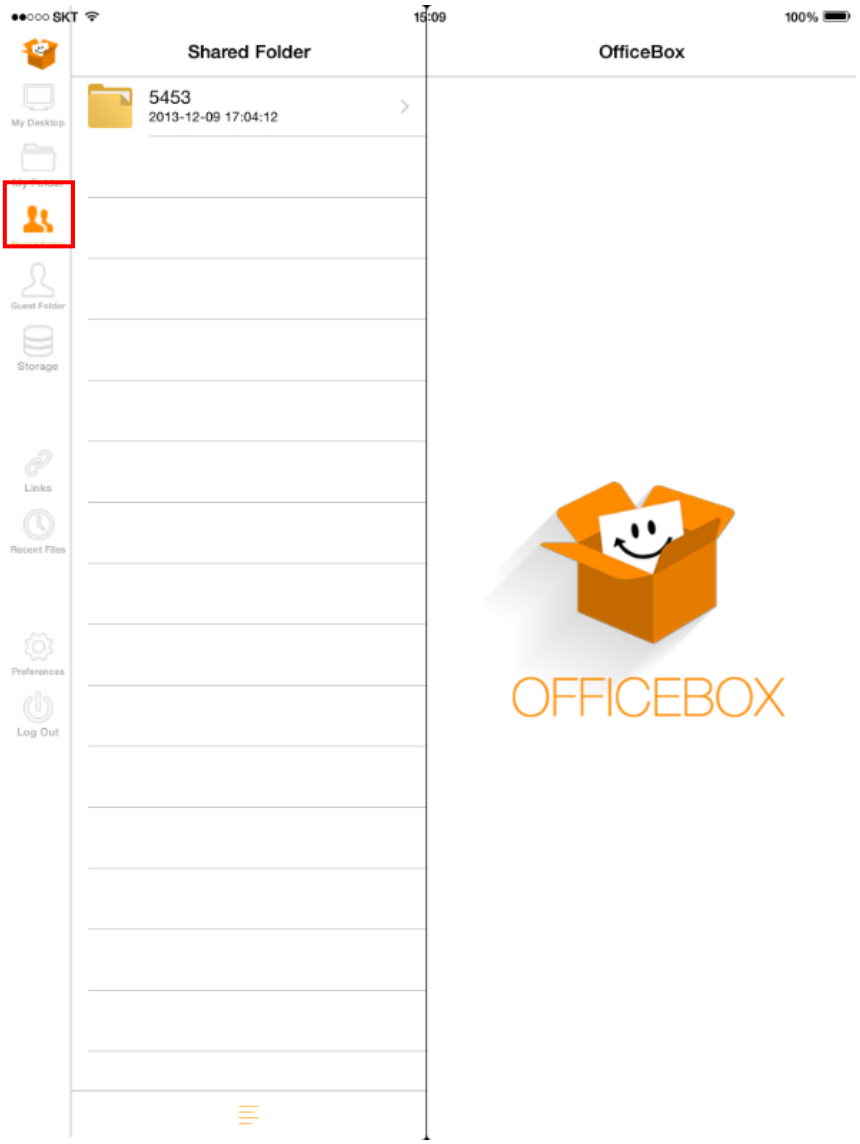
Shared Folders

Using Shared Folders

To access a shared folder

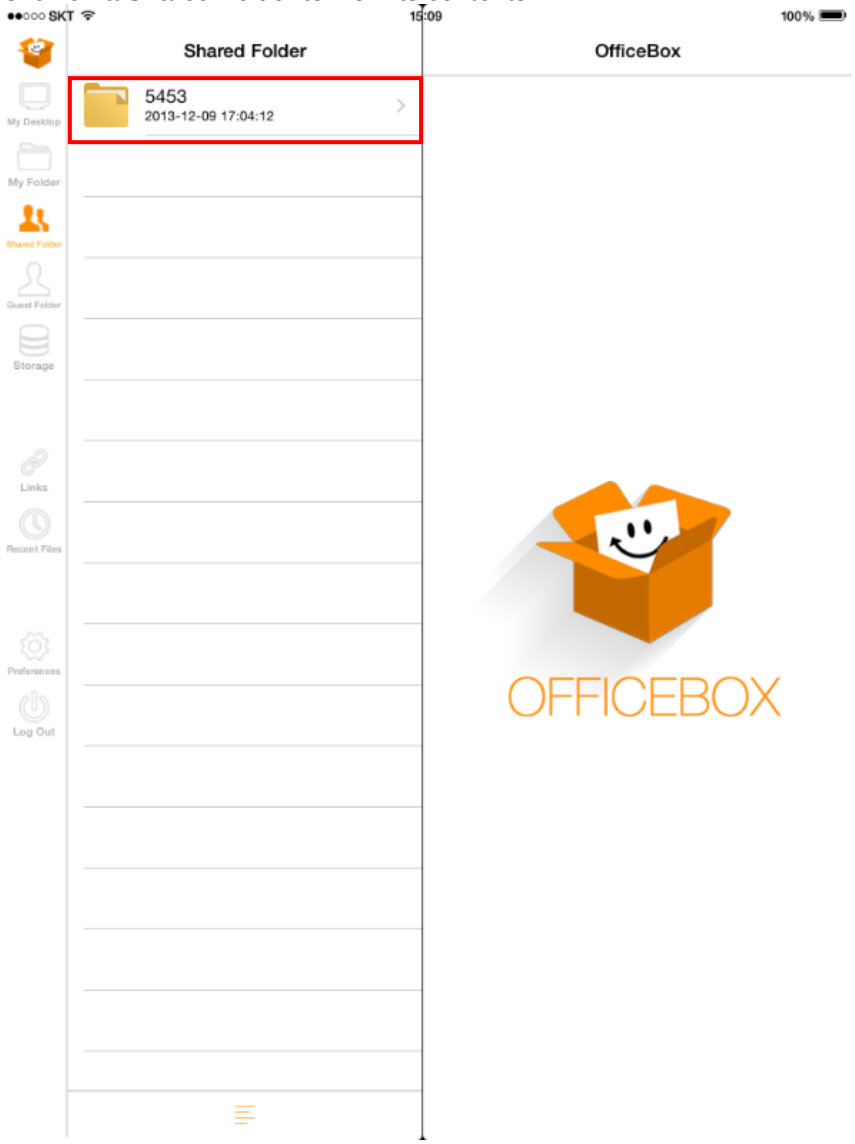
1. Click on [Shared Folder]. A list of Shared Folders you can access will appear.

> Shared Folder access is controlled by administrators. If you do not see Shared Folders, it means your administrator has not given you access to any Shared Folders.



Shared Folder

2. Click on a Shared Folder to view its contents.



You can upload, delete, create new folder, Move&Copy, Sort, Refresh to a Shared Folder (Same as My Folder, except Create Link). Please refer to the My Folder section (p.68~p.90) for information on how to use these functions.

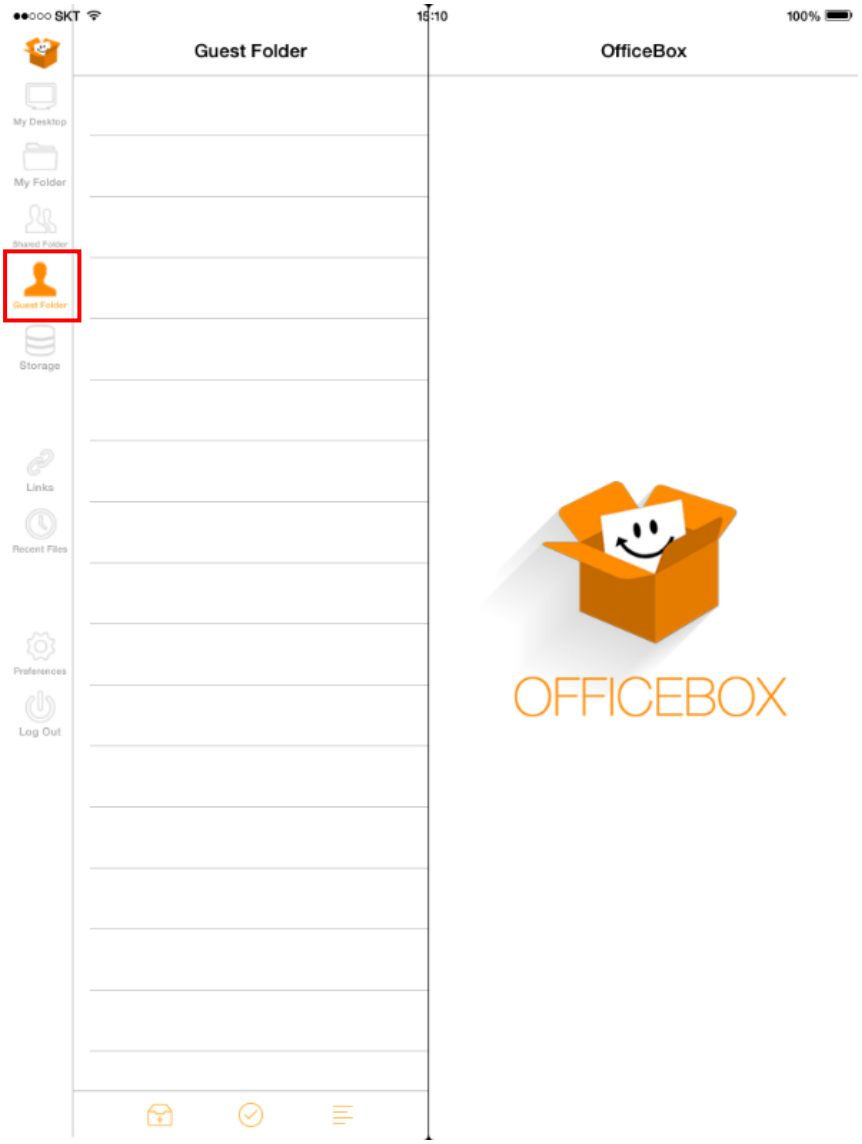
Guest Folders

Using Guest Folders

To access a Guest Folder

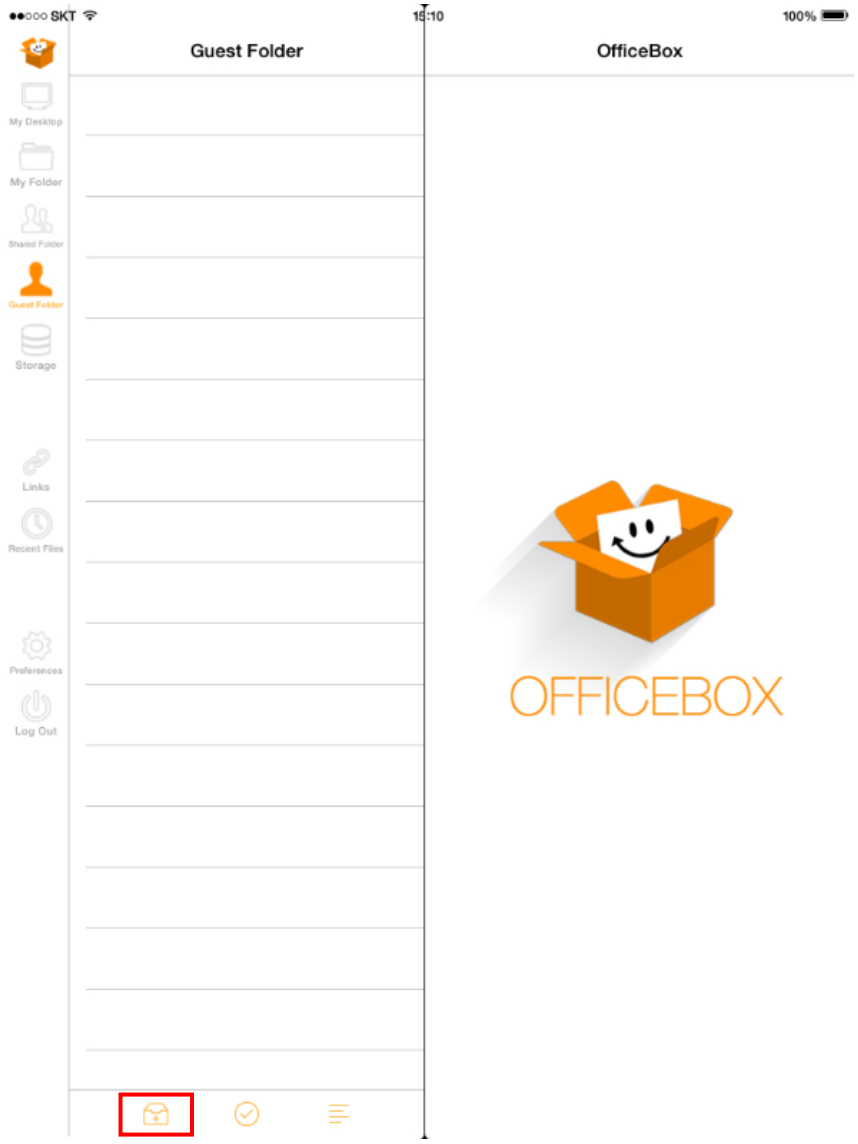
1. Click on [Guest Folder]. A list of Guest Folders you can access will appear.

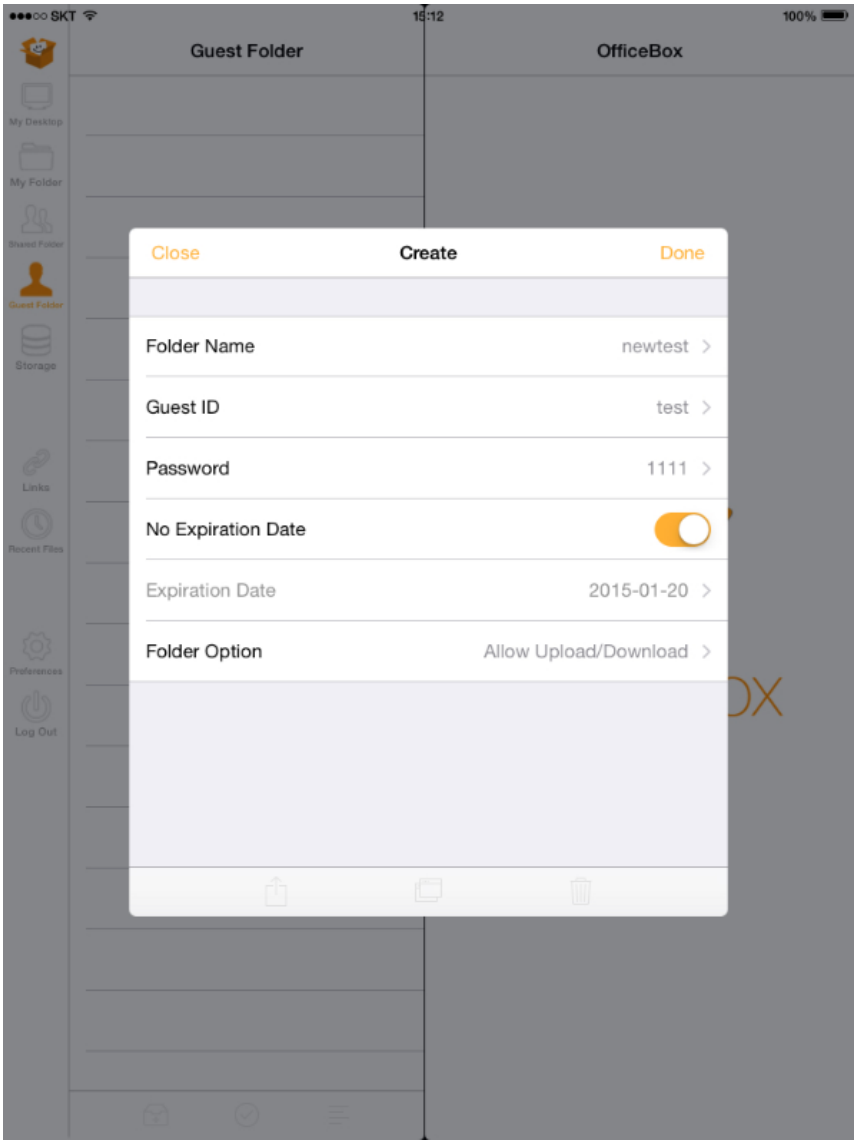
> Creating a Guest Folder is controlled by administrator. If you are not able to create a Guest Folder, it means your administrator has not given you permission to create any Guest Folders.



Guest Folder

2. Create new Guest Folder. Click [Add] icon to create Guest Folder. (Set the Folder name / Guest ID / Password / Expiry Date / Folder Options)





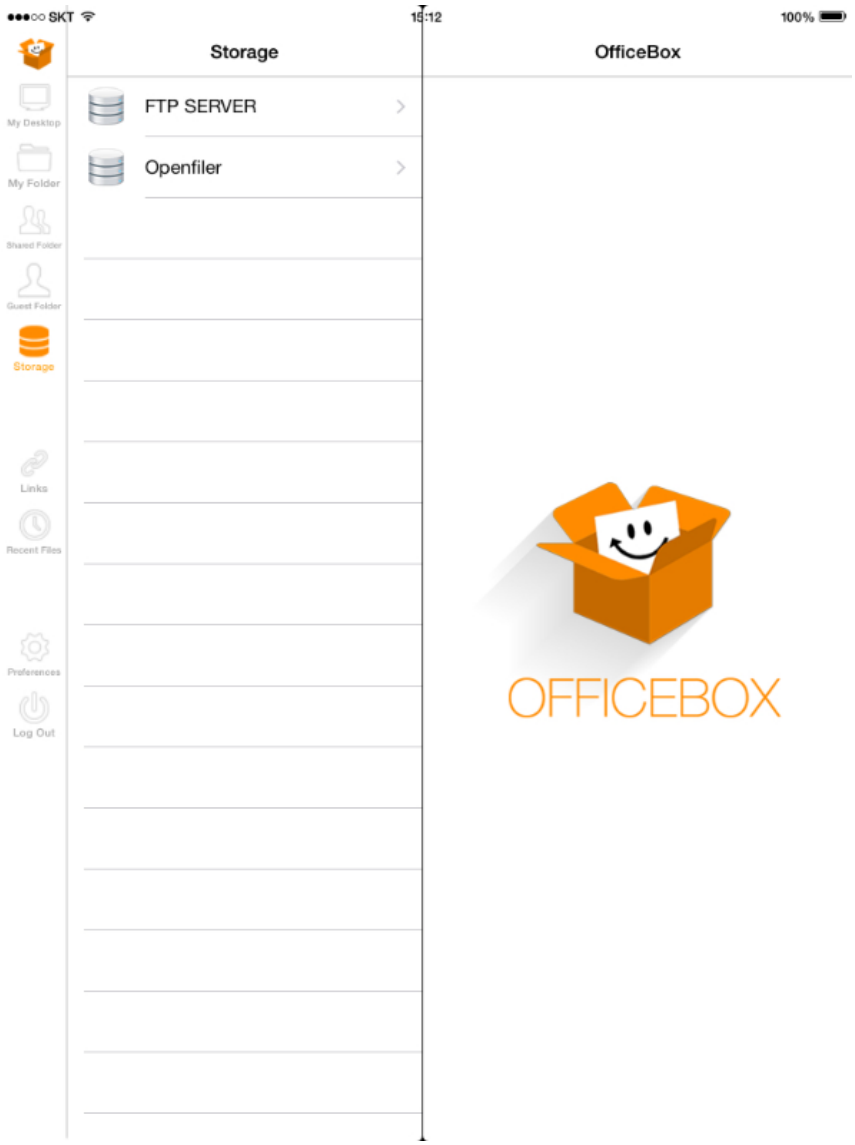
You can upload, delete, or create link to a Guest Folder (Same as My Folder). Please refer to the My Folder section (p.68~p.90) for information on how to use these functions.

Storage

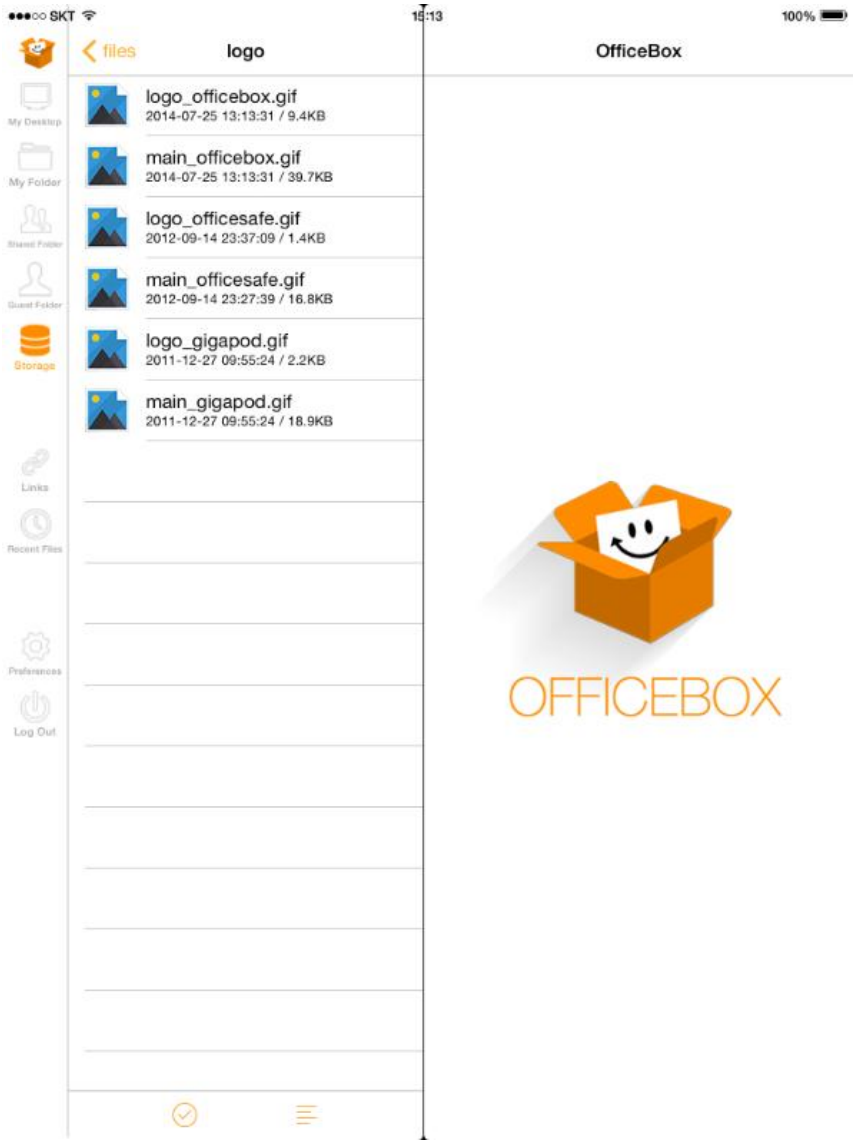
Using Storage

To access a Storage

1. Click the [Storage] button. The registered storages will be list up.



2. Click the storage servers to browse the file.

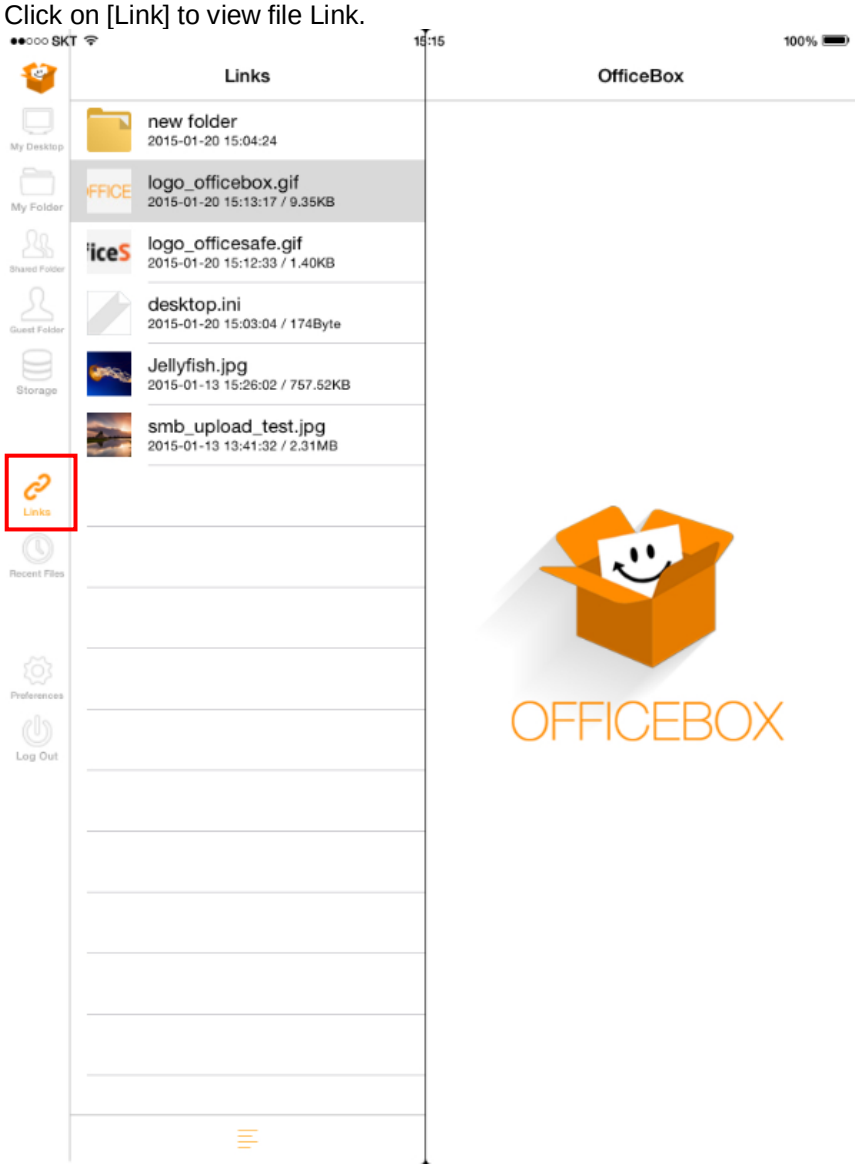


Download, Send to OfficeBox, Open In, Send Email, Create Link, Copy, Move are available on Storage. (Upload is not available.)

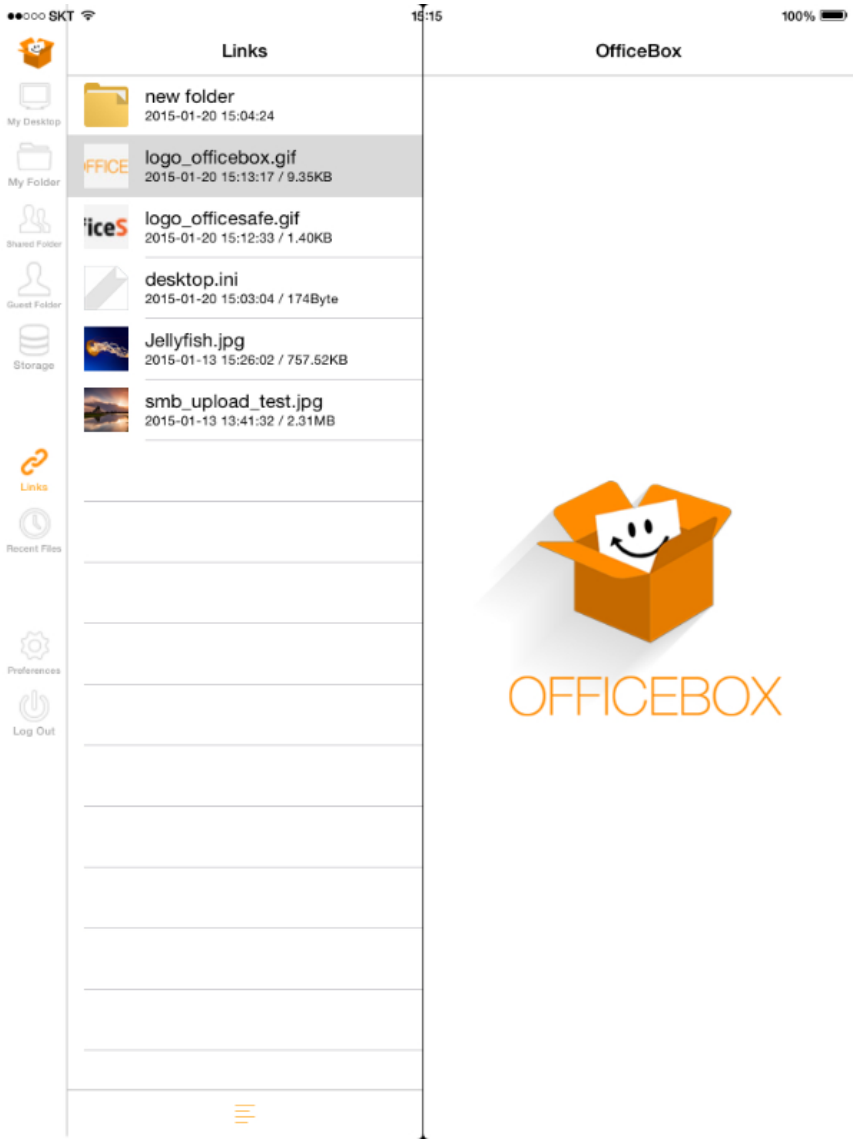
Link

Using Link

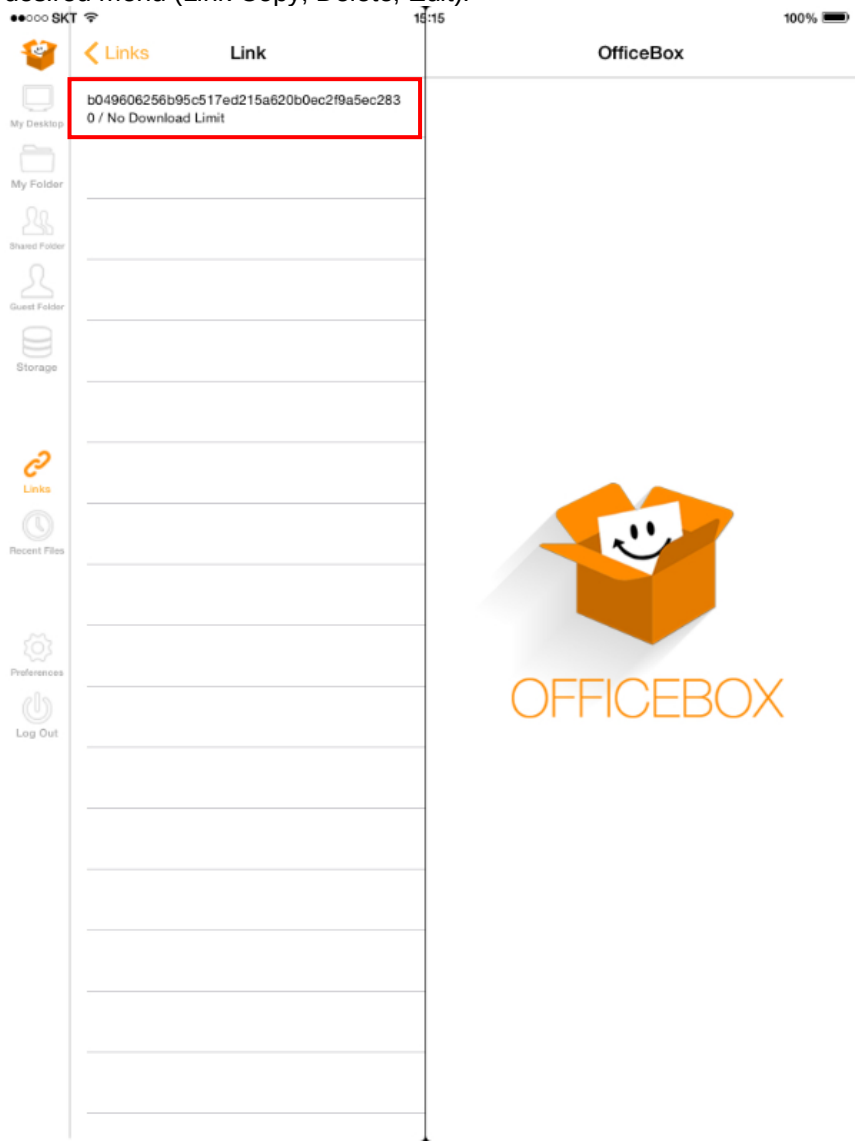
1. Click on [Link] to view file Link.



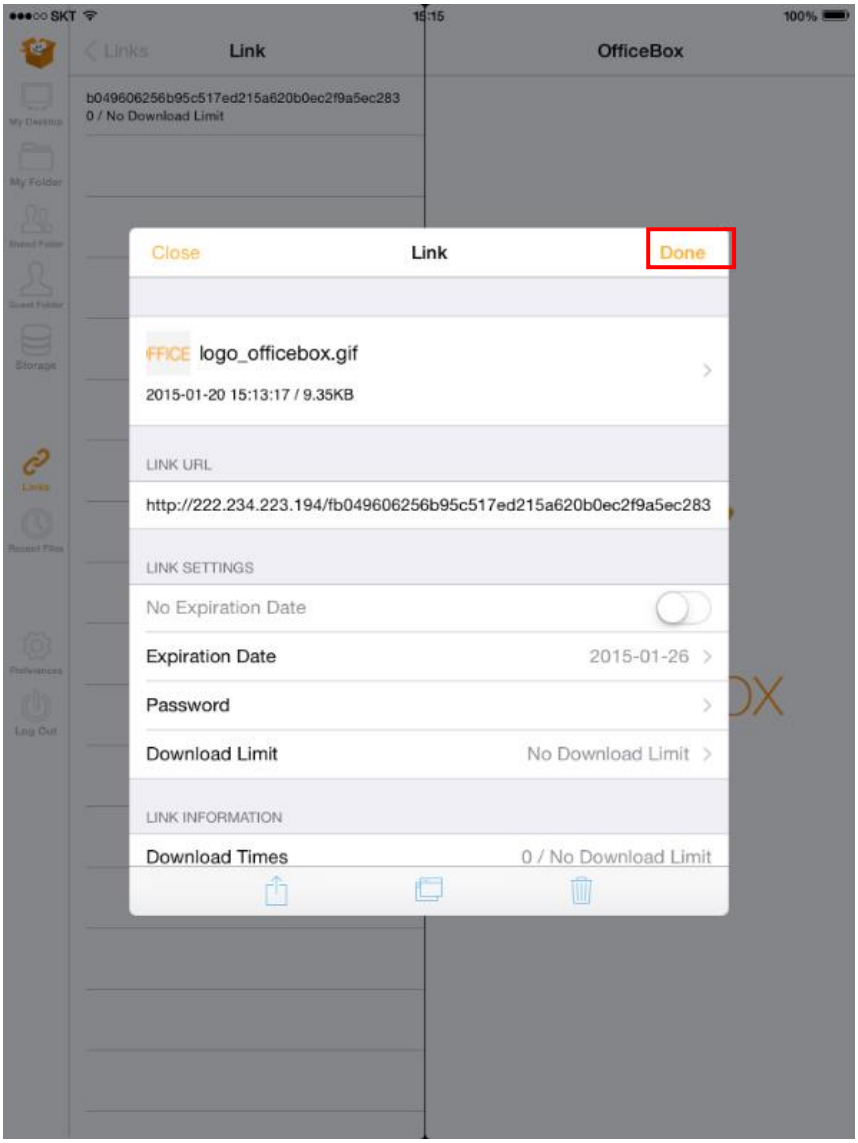
2. Click the link URL to the file.



3. When the following screen is displayed, click on the right side of the URL and select the desired menu (Link Copy, Delete, Edit).



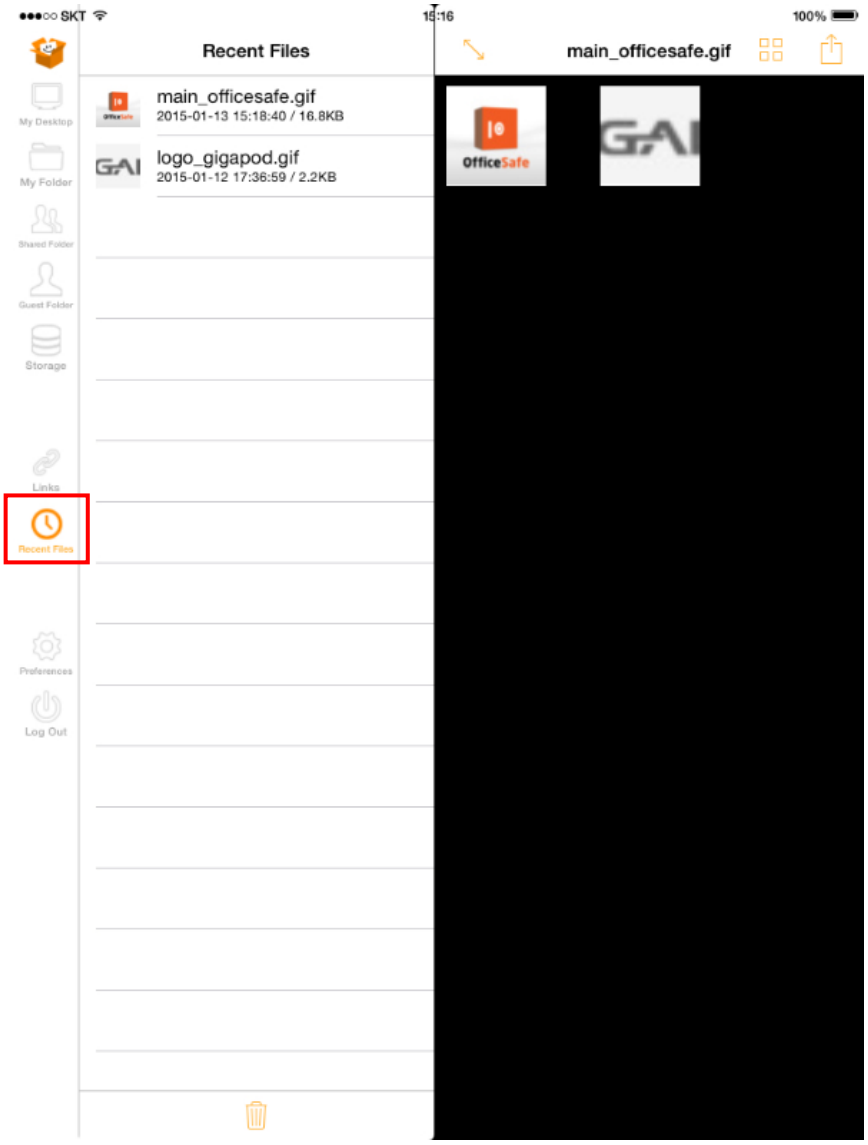
4. When you click the link, the following screen will be displayed. Set the options and then click [Done].



Recent File

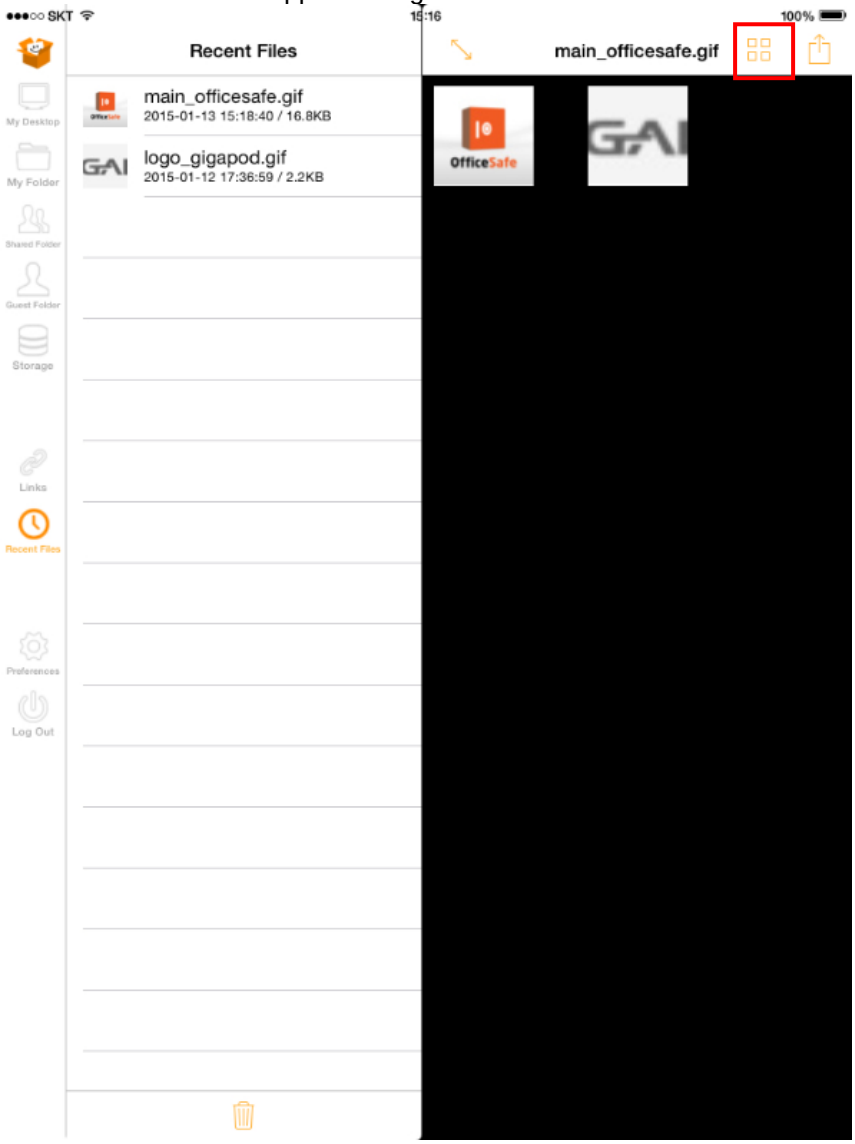
Using Recent File

1. Click on [Recent File] to view recently viewed files.

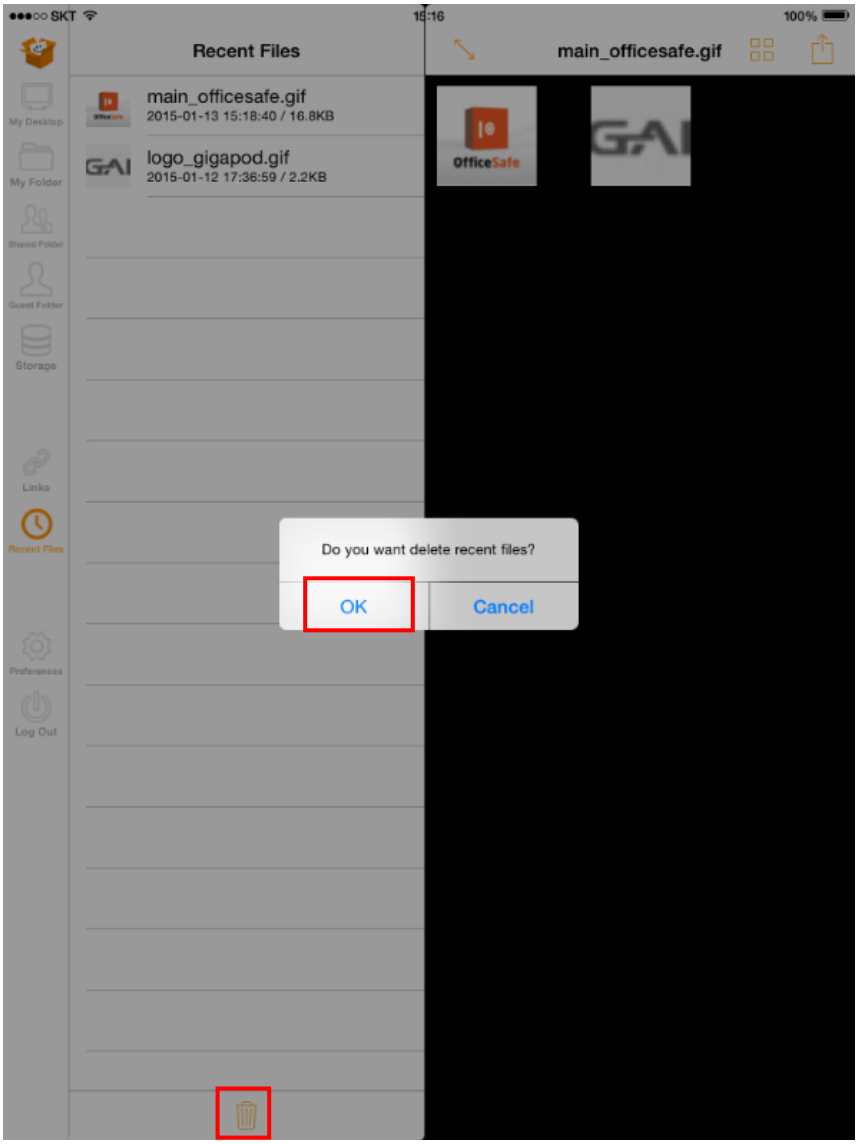


Recent File

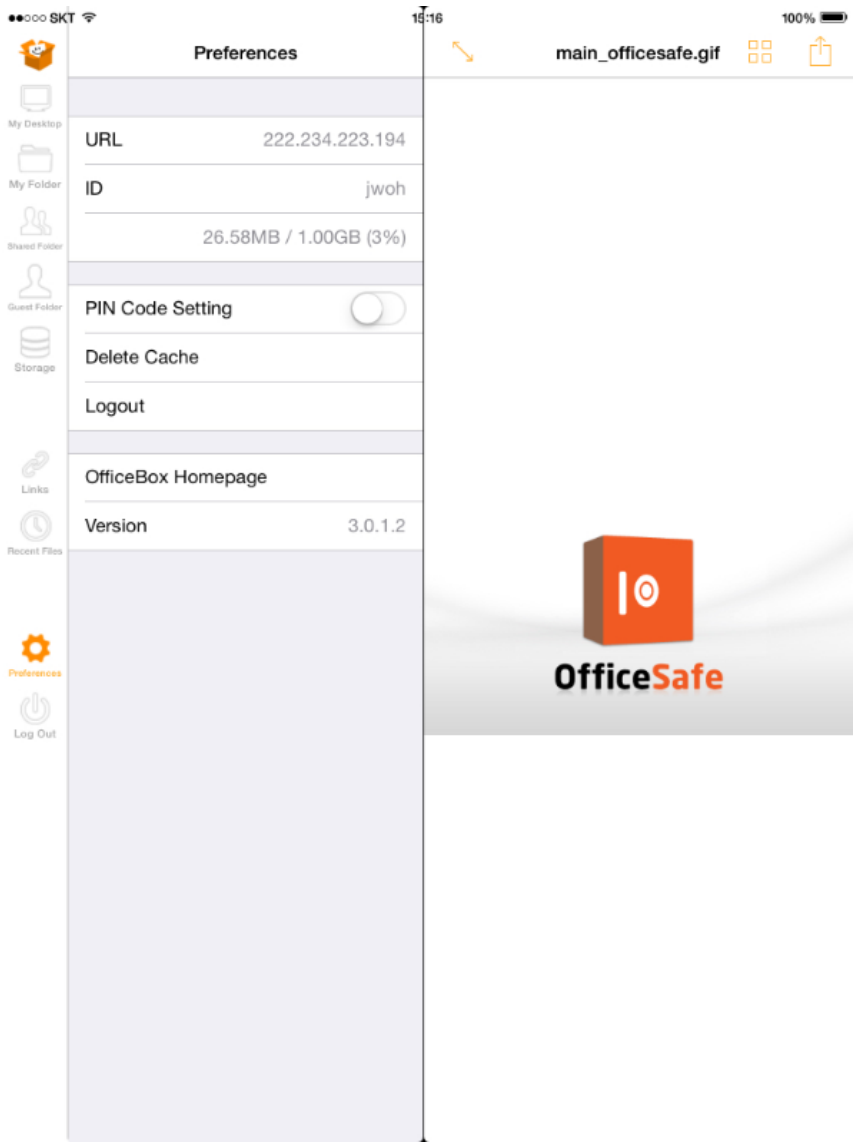
2. Click on a [Recent file] to view the contents. Downloaded files can be viewed at once by the Custom Viewer which supports image files.



3. To delete Recent Files, click on the trash bin icon on the top right and then click [OK].


Recent Files
main_officesafe.gif
2015-01-13 15:18:40 / 16.8KB
logo_gigapod.gif
2015-01-12 17:36:59 / 2.2KB
main_officesafe.gif
Do you want delete recent files?
OK
Cancel

Preference



Login Information

URL	The OfficeBox URL (ex.: global.officehard.biz) is shown.
ID	Your entered ID is shown.

Etc

PIN Code Setting	Set 4 PIN Code to double security of OfficeBox mobile app access.
Delete Cache	Delete cache to make more space to save data.
Logout	Click to log out.
OfficeBox Homepage	Click to go to the OfficeBox website that will explain how OfficeBox works and the benefits it

	offers.
Version	Show the current version.

Chapter 4 Android

Getting Started

Logging In

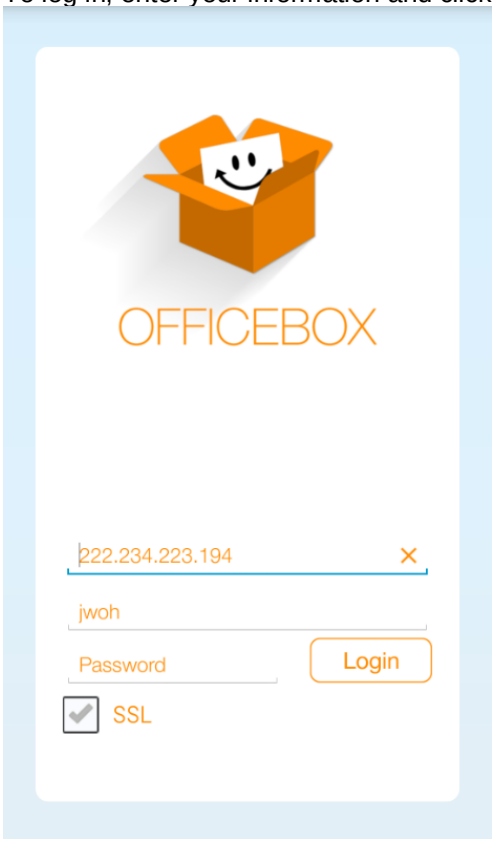
To access the login screen

You can download the OfficeBox application from Google Play.

The Application Icon

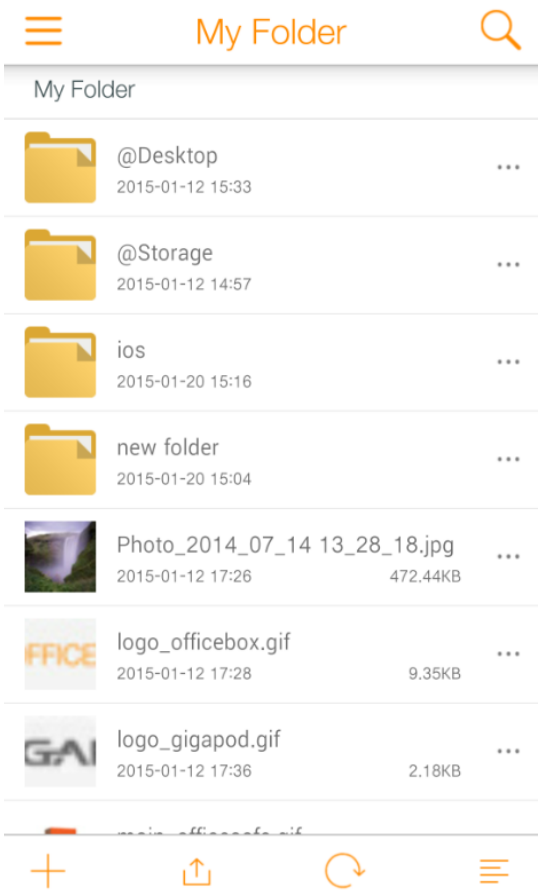
To log in

To log in, enter your information and click the [Login] button.



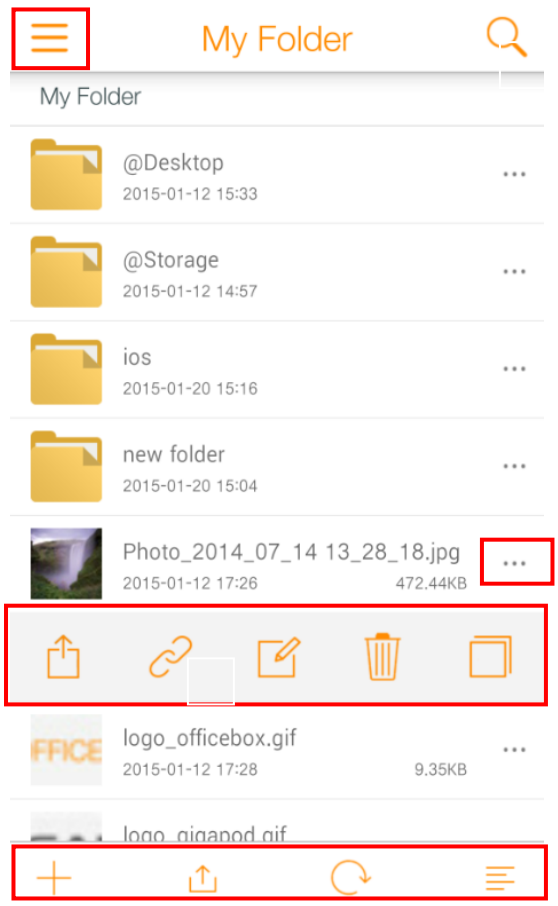
URL	Enter the server URL (ex.: global.officehard.biz).
ID	Enter your ID.
PW	Enter your password.
SSL	Check SSL.

After you log in, you will be presented with the main screen.



The Main Screen

The User Interface



User Interface

The OfficeBox user interface consists of the following components, as marked above:

1. **Home button**: Navigate through your folders, including My Desktop, My Folder, Shared Folder, and Guest Folder, Links, Recent Files, Preference.
2. **Menu button**: Show Create Folder, Upload, Refresh button.
3. **Menu button:** Display when you click ▪▪▪ next to the file. It shows Share / Link / Edit File Name / Delete / Move Folder
4. **Menu button:** Show Sort button.

The Main Folders

My Desktop

My Desktop supports remote access to the PC which has installed OfficeBox PC agent.

(If there is no PC running OfficeBox PC agent, there will be no list.)

My Folder

My Folder contains all your files that are not shared with other users.

Shared Folder

Shared Folders are folders for internal file sharing. Only authorized OfficeBox users are able to access Shared Folders.

Guest Folder

Guest Folders are folders you can create so other people can access files via your OfficeBox storage. You create the folder and assign an ID and password to it, and guests can then log in and access the files.

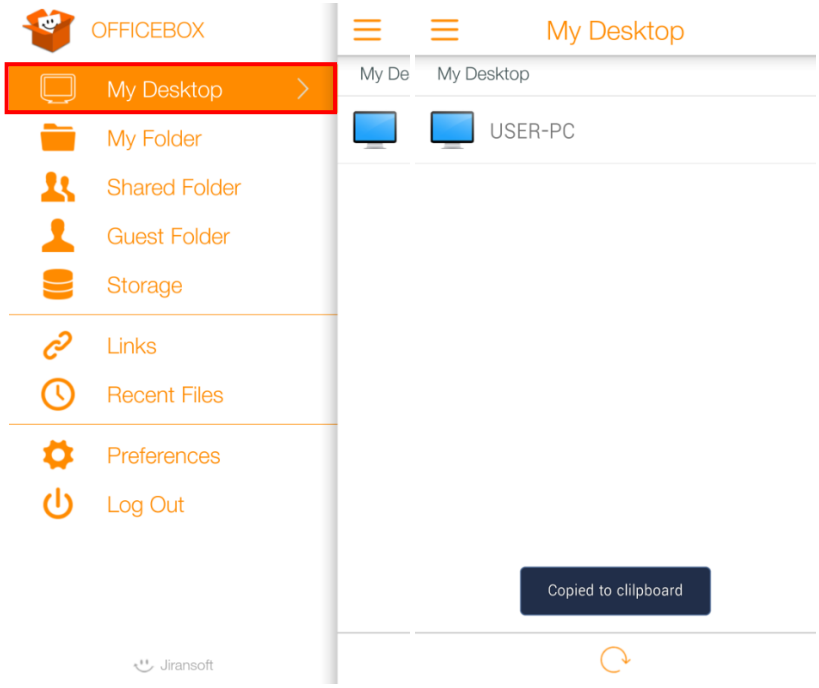
Storage

Storage is the external storages (FTP, SMB) registered by administrator to access. Only view and download is available.

My Desktop

Use My Desktop

1. Click [My Desktop] button shown below to see the list of PCs connected to PC Agent.



Create a Link

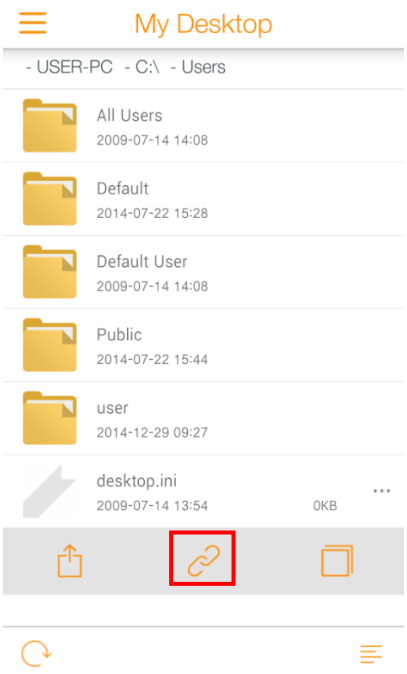
About File Links

File Link is the function that lets you share large-sized files or folder at once by creating a URL link for related file(s) or folders.

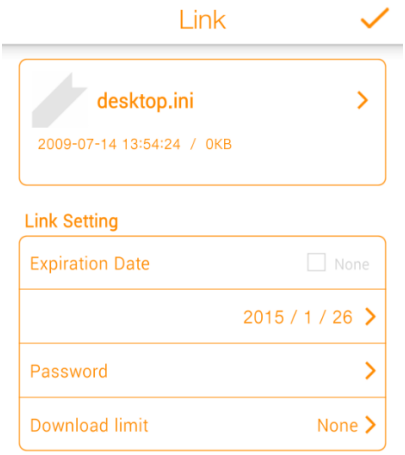
Below is the procedure for creating a file link. The link will appear in the File Link dialog box, and you can copy and paste it into an email or messenger to share with other people.

To create a File Link

1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to share. Click [Create Link] as below.

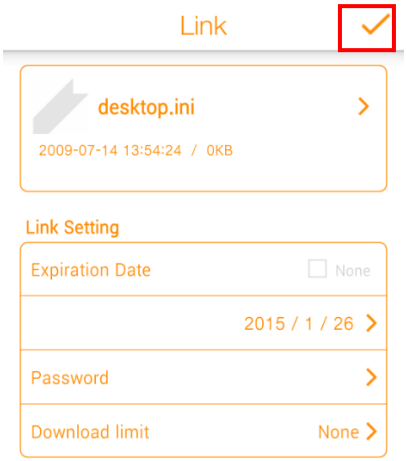


2. The following screen will appear.



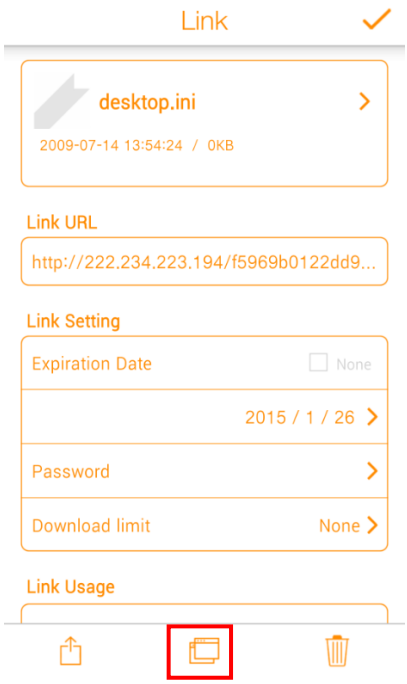
Create Link screen.

3. Enter the Folder/File Name, Password, Expiration Date, and Download Limit, and then click the icon as indicated below.



Password	The password required to download the file.
Expiration Date	Select an expiration date for the link, after which it will no longer be active. You can also check the [None] button to make the link available for an unlimited period of time.
Download Limit	The number of times a file may be downloaded.

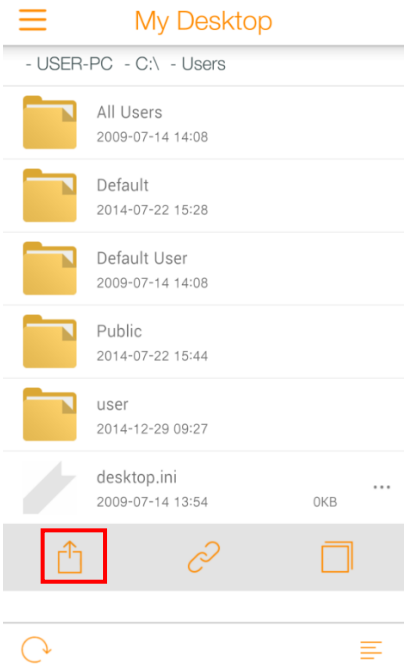
4. A URL address for downloading the file/folder will appear. Click [Send Link] to send via email or click [Copy Link] to copy it to the clipboard.



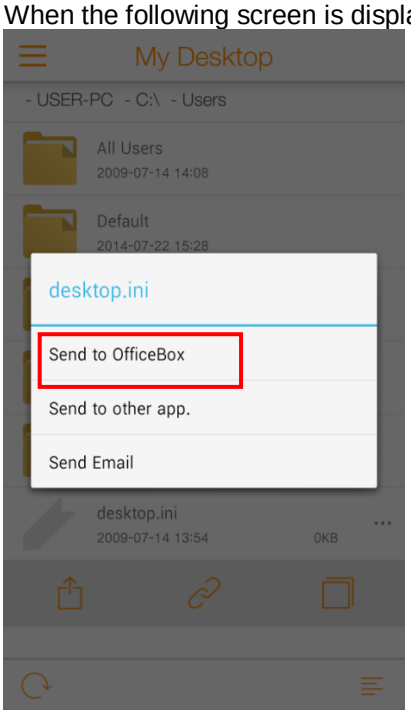
A File Link URL

Send to OfficeBox

1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to send. Click [Send] button as shown below.



2. When the following screen is displayed, click [Send to OfficeBox] button.



My Folder

Create a Link

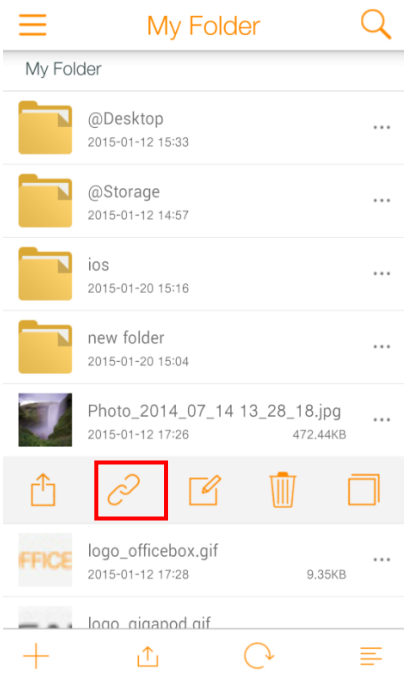
About File Links

File Link is the function that lets you share large-sized files or folder at once by creating a URL link for related file(s) or folders.

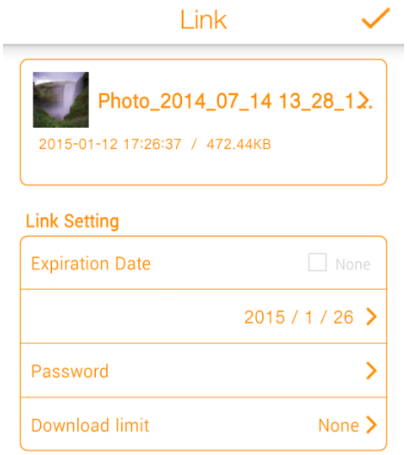
Below is the procedure for creating a file link. The link will appear in the File Link dialog box, and you can copy and paste it into an email or messenger to share with other people.

To create a File Link

1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to share. Click [Create Link] below.

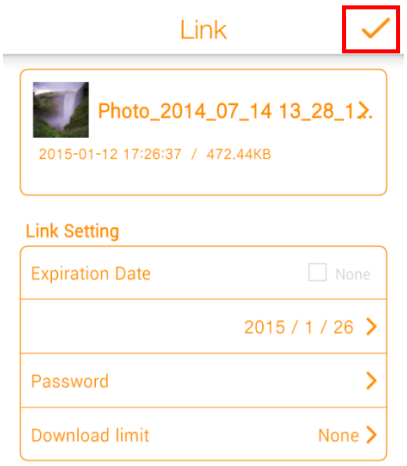


2. The following screen will appear.



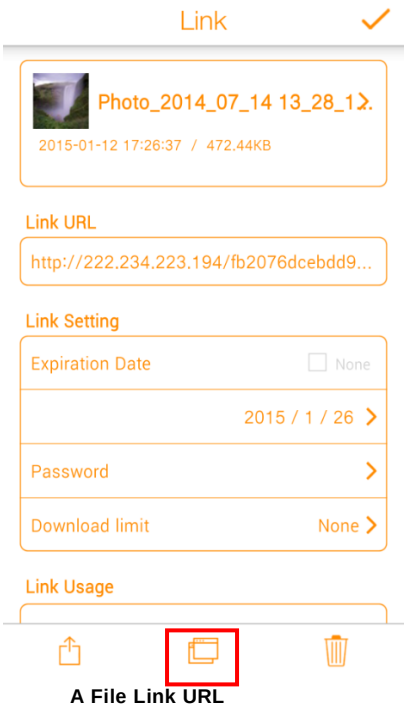
Create Link screen.

3. Enter the Folder/File Name, Password, Expiration Date, and Download Limit, and then click the icon indicated below.



Password	The password required to download the file.
Expiration Date	Select an expiration date for the link, after which it will no longer be active. You can also check the [None] button to make the link available for an unlimited period of time.
Download Limit	The number of times a file may be downloaded.

4. A URL address for downloading the file/folder will appear. Click [Send Link] to send via email or click [Copy Link] to copy it to the clipboard.

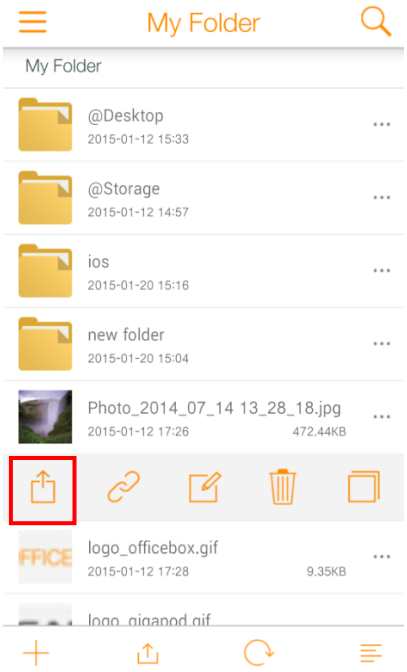


A File Link URL

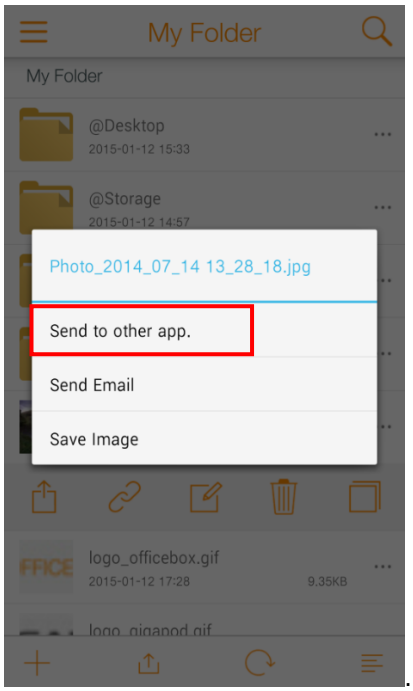
Send to other app

Send to other app

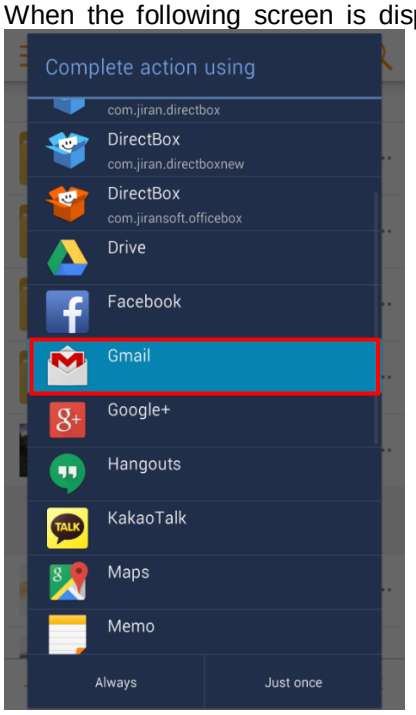
1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to send to other app. Click the icon indicated below.



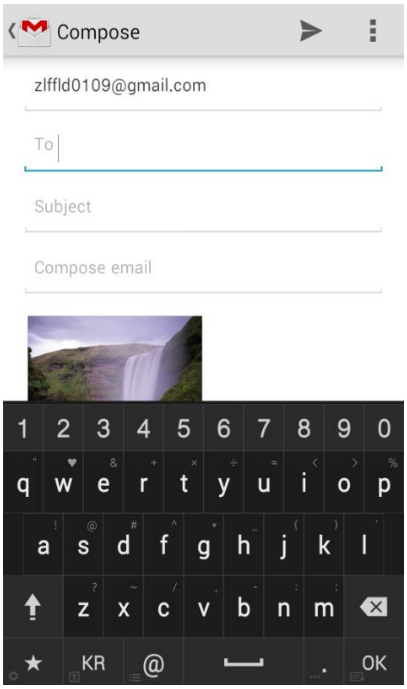
2. Click [Send to other app] button.



3. When the following screen is displayed, choose the app that you wish to send the file.



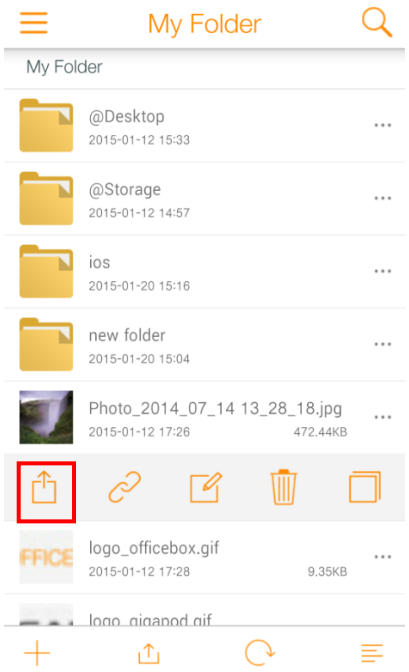
4. Enter the message and send.



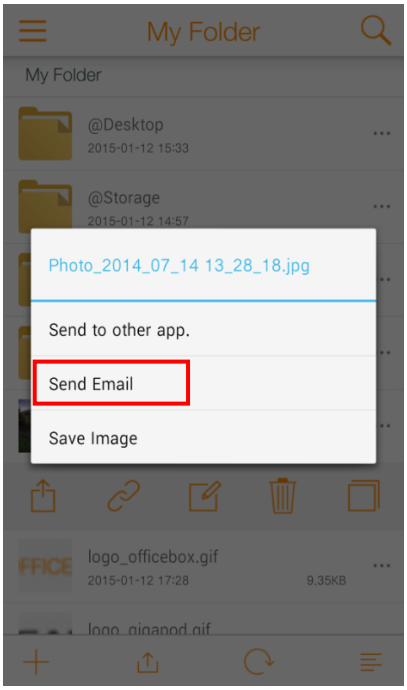
Send Email

Send Email

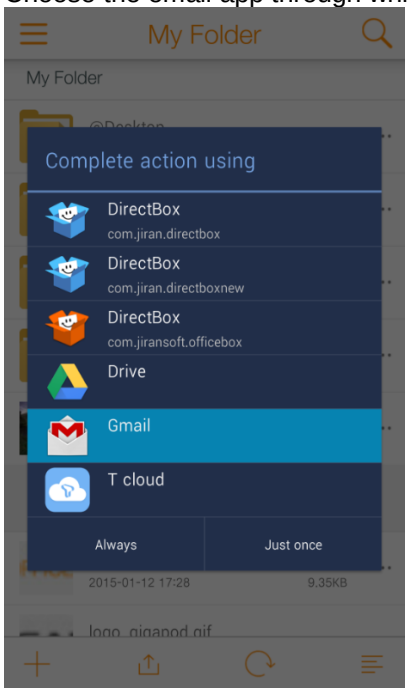
1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to send to an email. Click the icon indicated below.



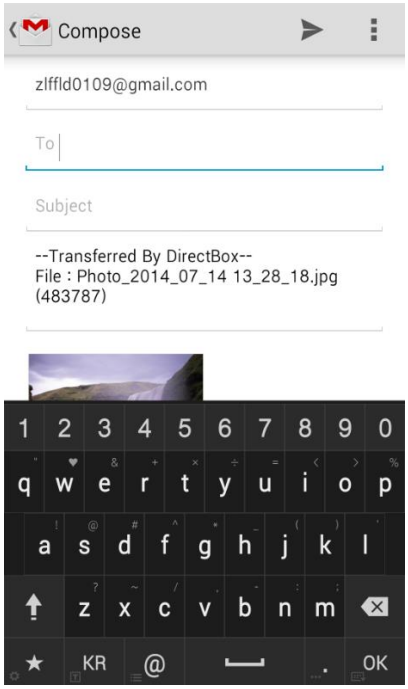
2. Click [Send Email] button.



3. Choose the email app through which you want to send an email.



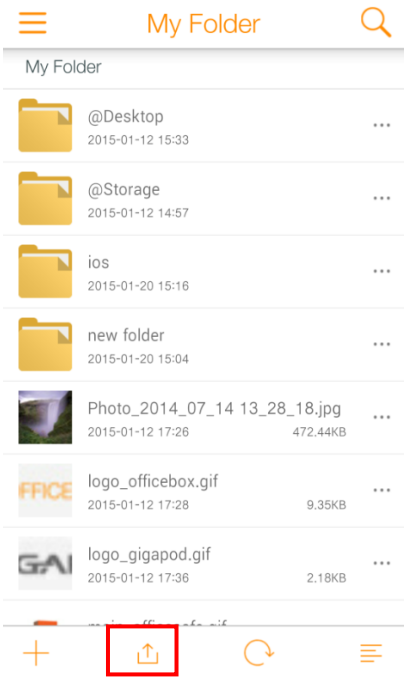
4. Enter the message and send.



Upload

To upload a file

1. Click [Upload] button indicated below.



2. The following screen will be displayed.

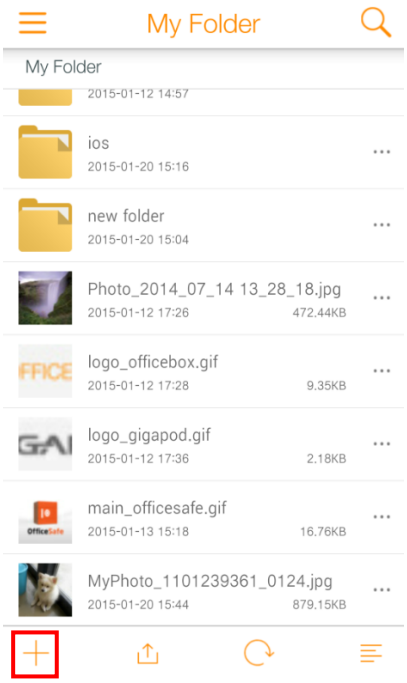
3. Click a picture and click [Upload] button as indicated below. Upload will begin.

> **Caution**
> If you upload a file with the same name as an existing file, the existing file will be overwritten.

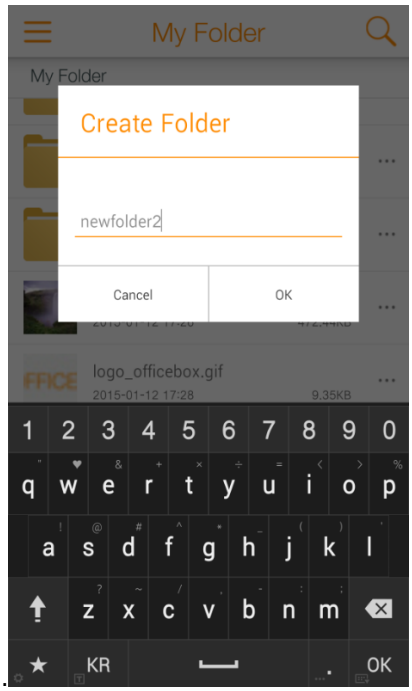
Create Folder

To Create Folder

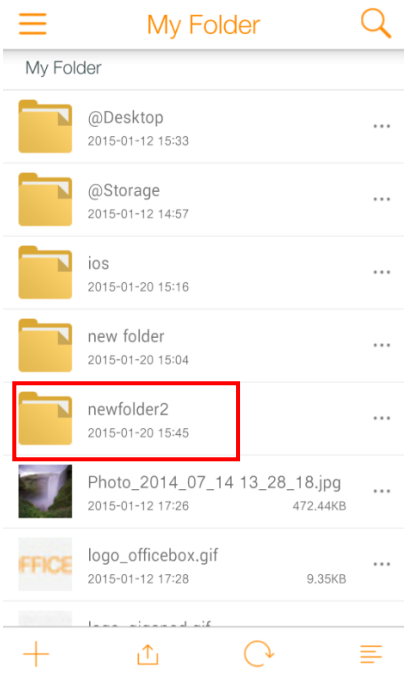
1. Click [Create Folder] button as indicated below.



2. Enter the folder name and click [OK].



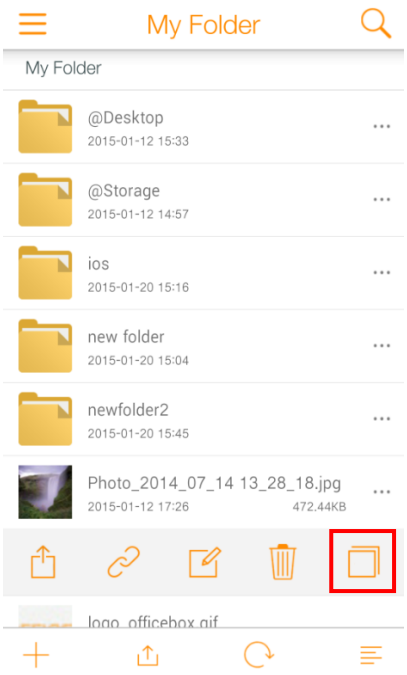
3. You can see the new folder you created.



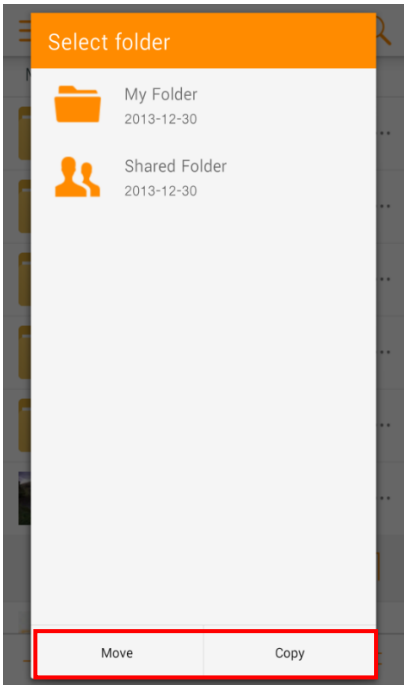
Move&Copy

To Move&Copy

1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to copy or move. Click [Move&Copy] button as shown below.



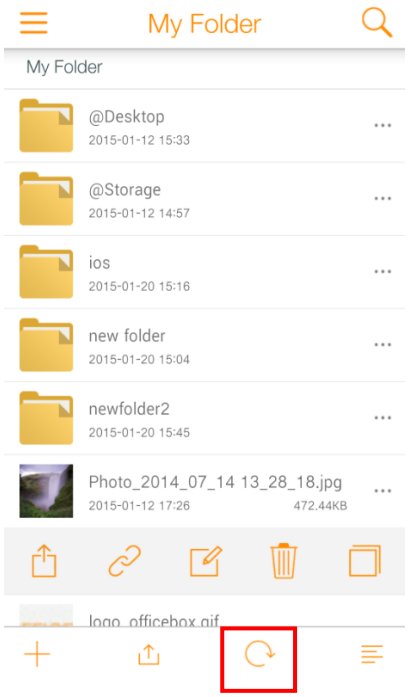
2. Then, Copy and Move will be displayed as shown below. Select the folder and choose [Copy] or [Move].



Refresh

Refresh

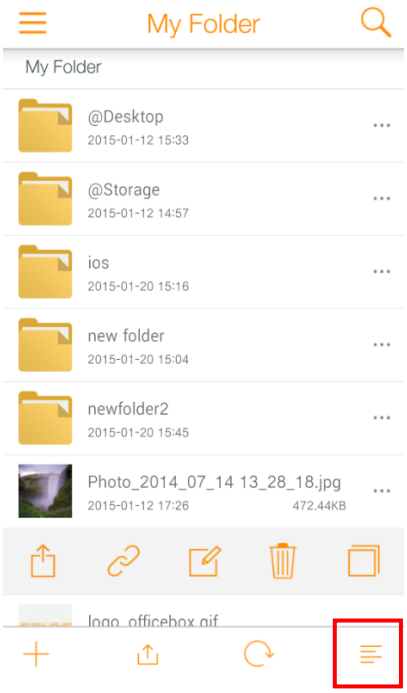
1. Click [Refresh] button as indicated below. Changes made by the administrator or other users will be applied.



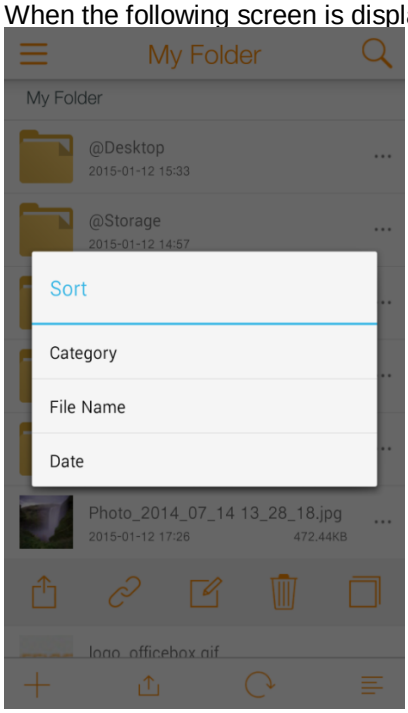
Sort

Sort file/folder

1. Click [Sort] button as shown below.



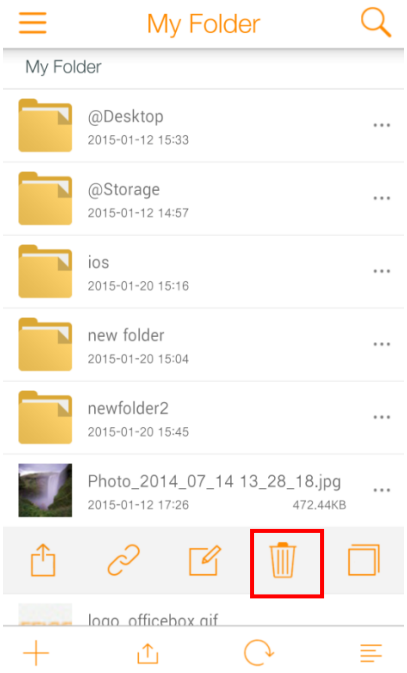
2. When the following screen is displayed, choose the desired option for sorting.



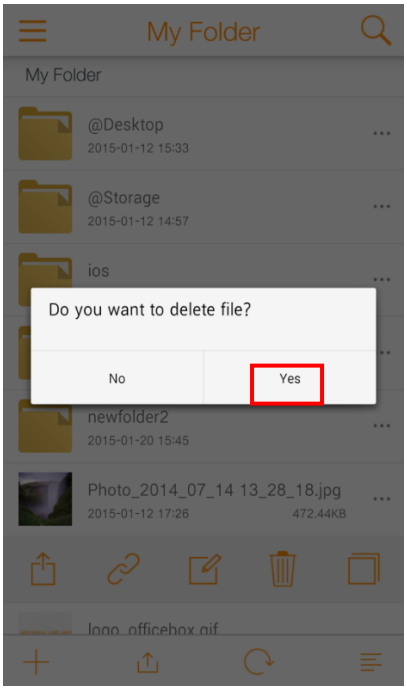
Delete

Delete

1. The following menu will be displayed when you click ▪▪▪ on the right, next to the desired file to delete. Click [Delete] button as shown below.



2. When the following screen is displayed, click [Yes] button.



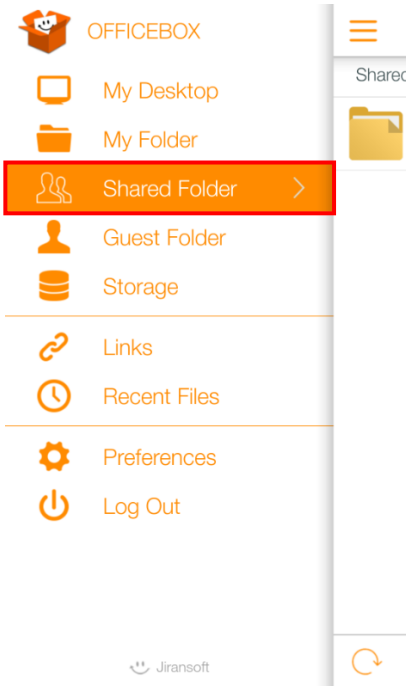
Shared Folders

Using Shared Folders

To access a Shared Folder

1. Click [Shared Folder]. A list of Shared Folders you can access will appear.

> Shared Folder access is controlled by administrators. If you do not see Shared Folders, it means your administrator has not given you access to any Shared Folders.



Shared Folder

2. Tap on a Shared Folder to view its contents.

You can upload, download, create a new folder, or delete a Shared Folder. Please refer to the My Folder section (p.120~p.141) for information on how to use these functions. (All features in My Folder are available except Create Link.)

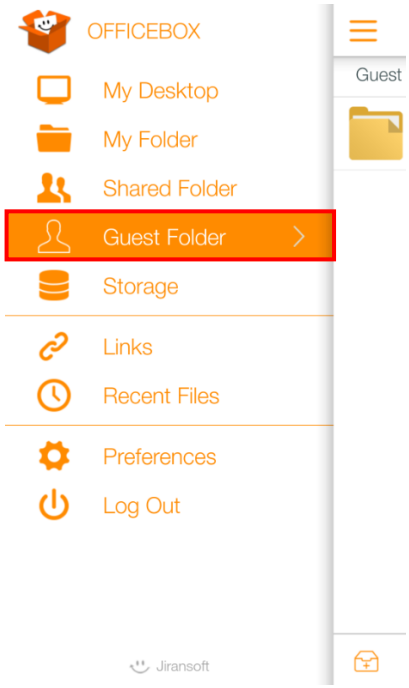
Guest Folders

Using Guest Folders

To access a Guest Folder

1. Click [Guest Folder]. A list of guest folders you can access will appear.

> Creating a Guest Folder is controlled by administrators. If you are not able to create Guest Folders, it means your administrator has not given you permission to create any Guest Folders.



Guest Folder

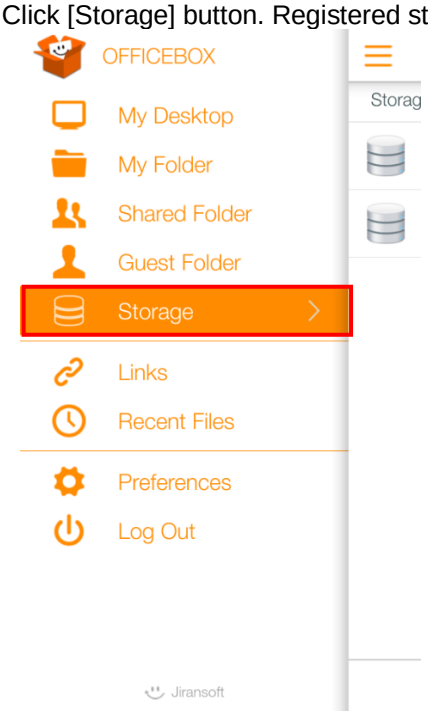
2. Click on a guest folder to view its contents. (All features in My Folder are available in Guest Folder)

Storage

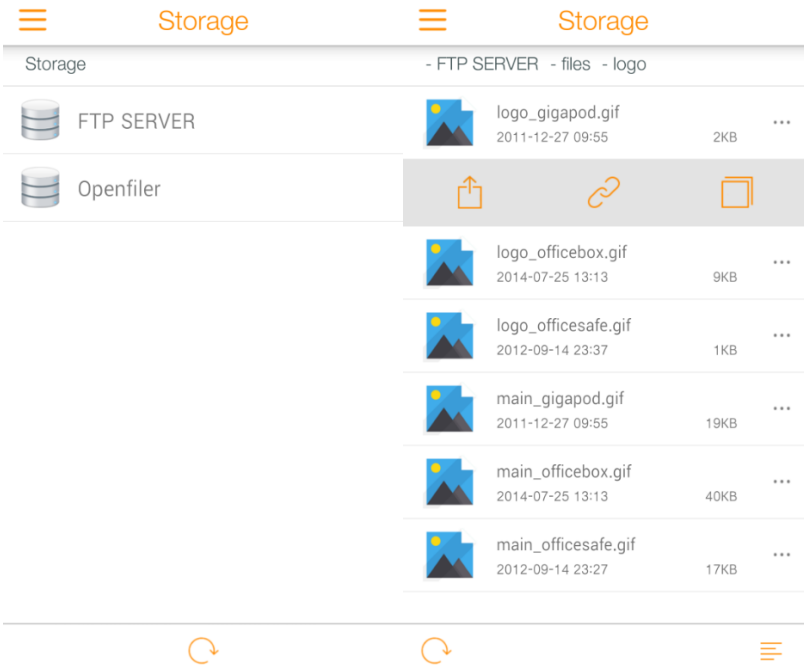
Using Storage

To access a Storage

1. Click [Storage] button. Registered storage servers will be list up.



2. Click the storage server to browse the files.

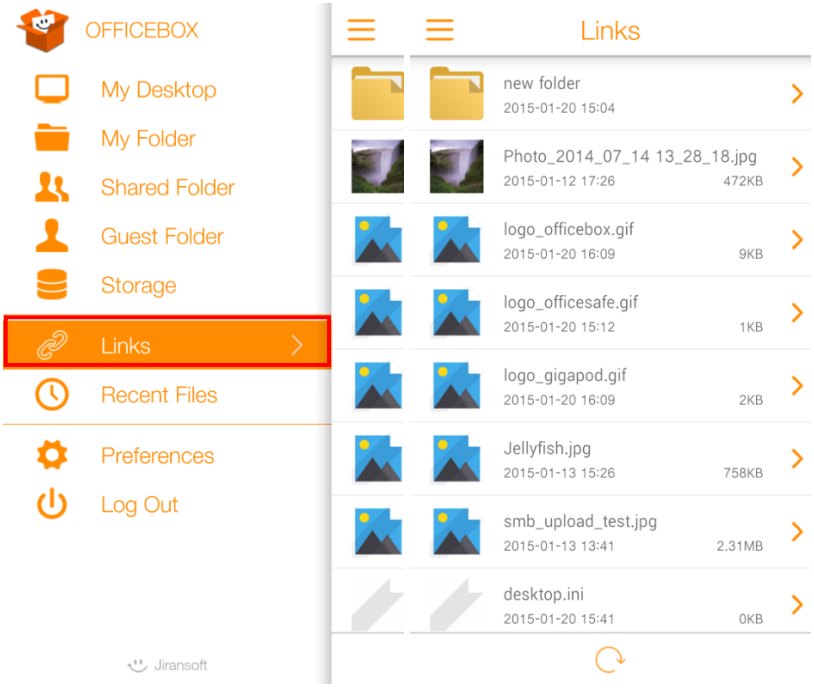


Download, Send to OfficeBox, Open In, Send Email, Create Link, Copy, Move are available on Storage. (Upload is not available.)

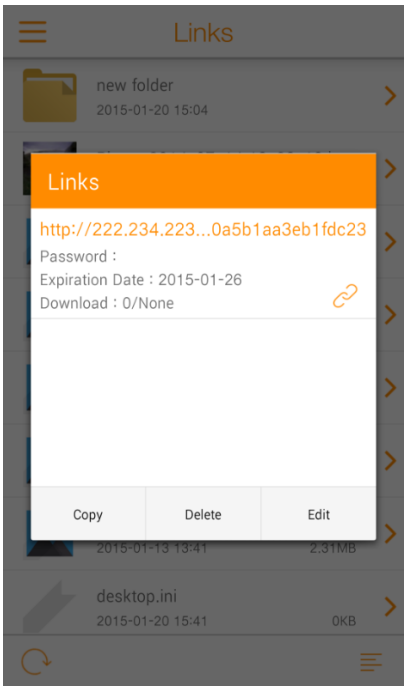
Links

Links

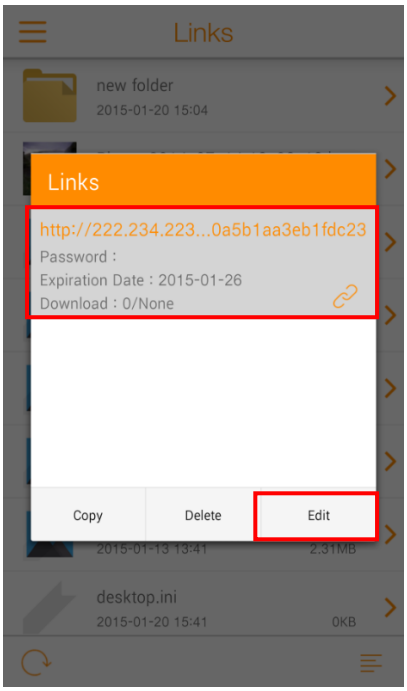
1. Click [Links] button to view the list of links.



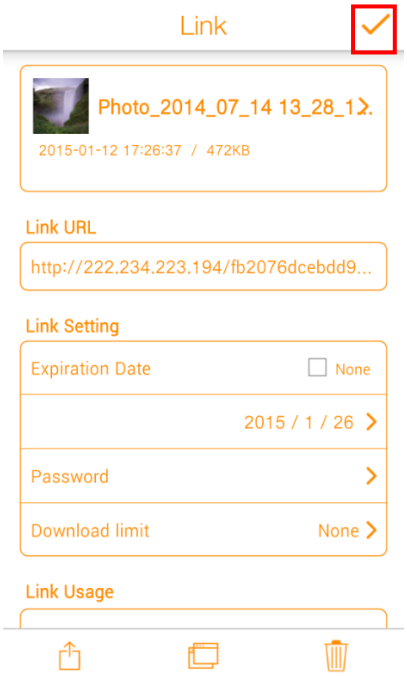
2. Click the desired file to Edit, Delete, Copy. The following screen will be displayed.



3. Select the link to Copy/Delete/Edit.



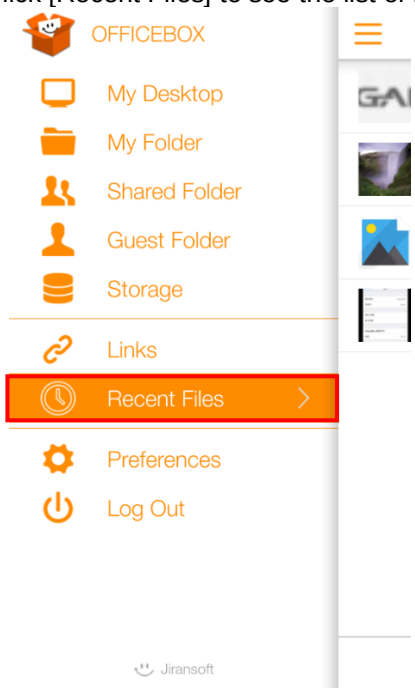
4. The following screen will be displayed when you click [Edit]. Set desired options and click the icon as shown below.



Recent Files

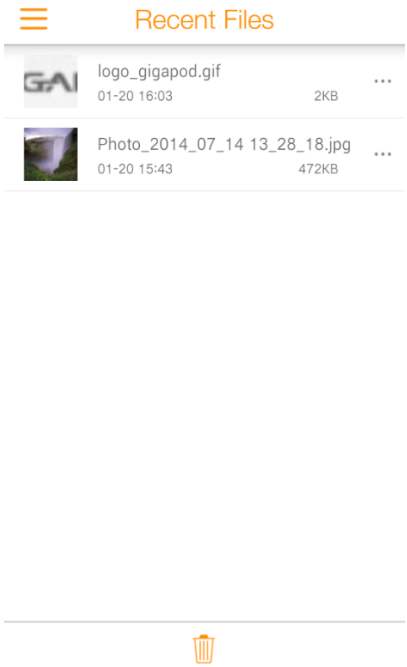
Using Recent Files

1. Click [Recent Files] to see the list of files recently opened via a mobile device.

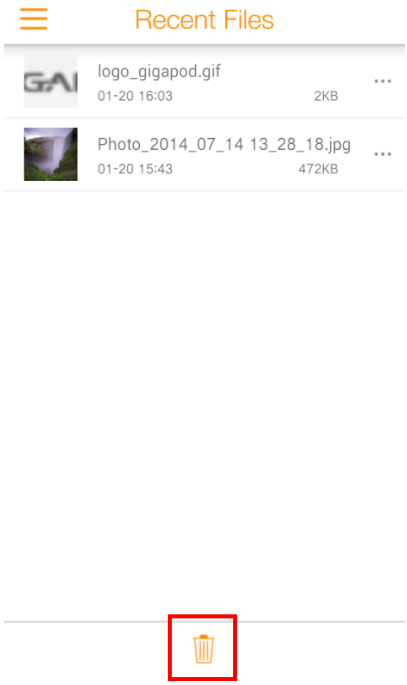


Recent Files.

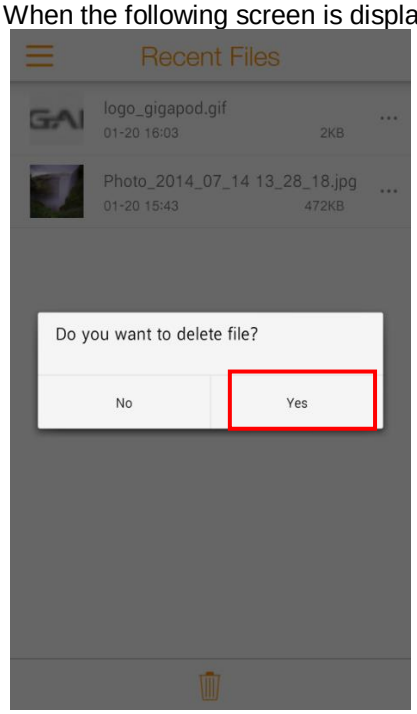
2. Click to see the desired file among the list of recently opened ones.



3. Click [Delete] button as shown below to delete the recently opened files.



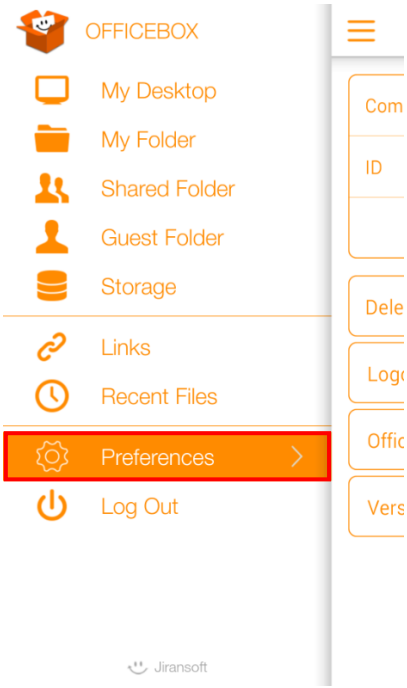
4. When the following screen is displayed, click [Yes] button.



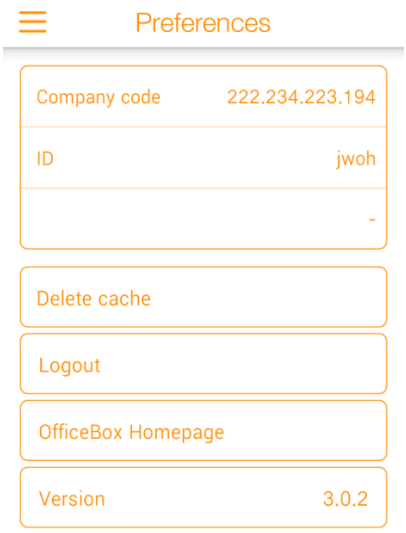
Preference

Preference

1. Click [Preference] button as shown below.



2. The screen below will appear.



Login Information

URL	Your OfficeBox URL (ex.: global.officehard.biz) is shown.
ID	Your entered ID is shown.
Storage	OfficeBox Storage Status

Etc

Delete cache	Delete Cache
Logout	Log out
OfficeBox Homepage	Go to OfficeBox homepage
App Version	Show the current version